

## RULES FOR THE AUTHORS SUBMITTING ARTICLES TO THE “CASPIAN JOURNAL OF MEDICINE AND PHARMACY”

1. These requirements are developed to meet the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” compiled by the International Committee of Medical Journal Editors (ICMJE) and can be updated in the future.

2. “Caspian Journal of Medicine and Pharmacy” accepts for publication scientific reviews, original articles, regulatory and procedural documents, peer reviews, and information materials that have not previously been published or accepted for publication in any other printed or electronic media.

3. The author guarantees having his exclusive right to use the material submitted to the Editorial Board as a result of intellectual activity according to the current legislation regulating the circulation of rights to intellectual property results. In case of infringes upon the guarantee and claims to the editorial board in connection with these, the author agrees to settle all the claims on his own and at his own expense. The editorial board bears no third party liability for the breach of the author’s guarantees.

4. In order to ensure the publication of material, the authors should remember that plagiarism is inadmissible. Plagiarism consists in illegal use of another individual’s work or ideas under one’s own name, as well as fragment borrowing from other people's works without specifying the source of borrowing, intentional appropriation of authorship. Source reference is required when borrowing from another author's text. **In case of confirmation of plagiarism or falsification of results the article is unreservedly rejected.** In this connection, when submitting a copyright original text of the article to the editorial board, please, include a **certificate of its originality** in the accompanying documents (<http://www.antiplagiat.ru>).

5. The article should be carefully verified by the authors and the copyright original text of the article should be signed by each of them. **The editorial board reserves the right to abridge and edit the materials of articles, regardless of their size, including changes in titles, terms and definitions.** Minor stylistic, nomenclature or formal corrections are made without coordination with the author. If the article was altered by the author in the process of preparing for publication, the date of submission of the copyright original text of the article is the day when the editorial board received the final text.

6. The article should be accompanied by a **covering letter from the institution** where the work has been performed. *The first page* of one of the copies of the copyright original text of the article should contain the visa “In print” and the signature of the senior official covered by the round stamp of the institution; and *the last page* should contain the signatures of all the authors specifying a person responsible for contacts with editors (last name, first name, middle name, full work address and telephone number).

7. **The copyright original text of the article should be submitted in 3 copies and in an electronic form.** The text is to be typed in A4 format, with 1 interval (font Times New Roman), the width of fields: left – 2 cm, right – 2 cm, top – 2 cm, bottom – 2.5 cm.

8. All **pages of the copyright original text of the article are to be numbered** (bottom center). The width of the text is aligned full with paragraph indention of 1 cm.

9. The first page of the copyright original text of the article is to contain **the accompanying information:**

1) UDC (in the left corner of the page, without indents from the edge);

2) the title of the article (center, in capital letters and bold, font size 11 pt; no full stop after the title);

3) full name of the author(s), academic degree, academic rank, position, full name of the principal place of employment (including department, laboratory), full postal business address, e-mail, phone number (font size 11 pt);

4) the scope of publications of the Journal includes the following study areas (under the Decree of the Ministry of Education and Science of Russia No. 118 of February 24, 2021):

3.1.4. Obstetrics and Gynecology (medical sciences);

3.1.5. Ophthalmology (medical sciences);

3.1.21. Pediatrics (medical sciences);

3.1.24. Neurology (medical sciences);

3.1.13. Urology and andrology (medical sciences);

3.1.18. Internal diseases (medical sciences);

3.1.7. Stomatology (medical sciences);

3.1.9. Surgery (medical sciences);

3.2.1. Hygiene (medical sciences);

3.2.2. Epidemiology (medical sciences);

3.2.3. Public health, organization and sociology of healthcare (medical sciences);

3.3.6. Pharmacology, clinical pharmacology (pharmaceutical sciences).

10. The accompanying information is followed by a **summary** (10–15 lines), **key words** (8–10) (font size of 11 pt). The summary should be concise and informative, and completely reveal the contents of the article; the use of abbreviations is unacceptable.

11. **The title of the article** should not exceed 200 characters, including spaces; it should be informative, the use of abbreviations, participial constructions, question and exclamation marks is unacceptable.

12. **The main text of the article** should be typed with 11 pt font size. Original articles should include the following sections: introduction, the purpose of the research, materials and methods, results and their discussion (statistical analysis of the results is required), conclusion, and acknowledgment.

13. **The size of original articles** is to be 5–10 pages, **the size of review articles** – from 5 to 16 pages, **other types of articles and letters to the editor** – 3–5 pages, including tables, figures, and a list of references (at least 20 sources – for original articles and at least 30 – for reviews).

14. **The copyright original text of the article** is to conform to the scientific style of speech, be clear and precise, without long historical introductions, unreasonable repetitions and neologisms. Strict sequence of presentation of the material is necessary, subordinated to the logic of a scientific research, with a clear delineation of the results obtained by the author from the relevant literature data and their interpretation.

15. **In the introduction** of the original article you should briefly indicate the state of the problem, the relevance of the study, formulate the purpose of the work. It is necessary to mention only those works that directly relate to the topic.

16. **The organization of the study** (design) should be clearly and accurately described in **“Materials and methods”**:

- specify the compliance with ethical norms and rules while performing the study (if original articles are submitted, the accompanying documents include an extract from the protocol of the meeting of the Ethics Committee);
- scope and form of the study, cross-sectional (transverse), longitudinal (prospective or retrospective study), etc.;
- method of separating the sample into groups, the description of the population from which the sample was taken (if the main and the control group were formed from different populations, name each of them);
- criteria for inclusion and exclusion of observations (if they were different for the main and control groups, list them separately);
- mention the presence or absence of randomization (indicating methods) while distributing patients in groups, as well as the presence or absence of masking (“blinding”) with a placebo and medicament use in clinical tests;
- a detailed description of methods of the research in a reproducible form containing appropriate references to literary sources and the description of methods modifications made by the authors;
- description of the used equipment and diagnostic appliances with manufacturer specifications, the name of diagnostic kits indicating their manufacturers and normal values for certain indicators;
- description of the procedure of statistical analysis with obligatory indication of the name of the software, its manufacturer and country (e.g.: Statistica (StatSoft, USA; StatSoft, Russia), the critical significance level  $p$  accepted in the study (e.g., “0.001 was considered the critical value of the significance level”). The level of significance should be indicated up to the third decimal place (e.g., 0,038), but not as an inequality ( $p < 0,05$  or  $p > 0,05$ ). It is necessary to decipher which particular descriptive statistics are provided for quantitative traits (e. g.: “middle and high-quadratic deviation ( $M + \sigma$ )”; “median and quartiles of Me [Q1; Q3]”). When using parametric methods of statistical analysis (e.g., t-Student criterion, Pearson correlation analysis) a justification of their applicability is required.

17. **In studies of efficacy and safety of drugs**, specify all the preparations and chemicals used, dosages and routes of their administration. Use **international nonproprietary names** to designate drugs. The trade name of a medicament, the firm-manufacturer and manufacturer country can be given in this section in brackets only after its international nonproprietary name (e. g.: Losartan (“Lozap”, firm-manufacturer “Zentiva”, Czech Republic.) Start the names of medicaments with a capital letter.

18. In research works devoted to the clinical stage of **the study of efficacy and safety of unregistered medicinal products (newly developed medications or known drugs in a new medicinal form) or medicinal products by schemes that are not reflected in official instructions for use**, permitting documents issued by the Federal Service for Supervision of Public Health are to be provided to the editorial board.

19. While studying the effectiveness of diagnostic methods, the results should be given in the form of sensitivity, specificity, predictive value of a positive and negative result with the calculation of their confidence intervals.

20. While studying the effectiveness of a medical intervention (method of treatment or prevention), report the results of the comparison of the main and control groups before the intervention and after it.

21. In **“Results and their discussion”** present your own research results in a logical sequence, give accent to only important observations; do not duplicate the information in the text and in the illustrative material. When discussing the results highlight new and actual aspects of the study critically comparing them with other works in this field, and emphasize the possibility of applying the results obtained in further studies.

22. **Conclusion** of the work should be linked with the purpose of the study, so as to avoid groundless statements. Section “Conclusion” includes a numbered list of statements confirmed by statistical data analysis.

23. All **word cuts and abbreviations**, except for generally accepted, should be explained when first mentioned. To ensure uniformity of the text use the cuts or abbreviations proposed by the author (except for the conclusion) when

hereinafter mentioned. There should not be more than 5–7 contractions in text of the article. Generally accepted abbreviations are given in accordance with the SI system, and the names of chemical compounds – according to IUPAC recommendations.

24. The number of **tables, graphs, figures or photographs** with captions should be optimal for perception of the material. If borrowing tables, graphs, charts, and other illustrative material indicate the source. **References to charts, graphs, diagrams, and etc. in the text are obligatory. The illustrative material is placed after the references to it in the text.**

25. When **making tables** observe the following rules:

- tables are made by regular means of “Microsoft Word”;
- all tables in the article should be numbered in Arabic numerals by a cross-cutting principle (the word “Table” is placed on the right side of the page above the table name without abbreviations and without the symbol №);
- each table should have a brief name corresponding to the content (in the middle, in bold, no full-stop after the name). The headings of columns and lines should be formulated laconically and accurately;
- the information presented in the tables should be succinct, visual, understandable and meet the content of the part of the article that it illustrates;
- if the table contains materials for obligatory statistical processing, in the footnote to the table specify with respect to which groups the assessment of significance of changes was made;
- if the table contains materials processed using different statistical approaches, it is necessary to concretize the information in a note. For example, *Note*: \*the level of significance of changes is  $p < 0,05$  compared with the control group (t-Student criterion with Bonferroni correction for multiple comparisons);
- tables of the same type should be constructed in the same way; it is recommended to simplify the construction of tables, to avoid unnecessary columns and diagonal separating lines.

26. Graphs and diagrams in the article should be made using “Microsoft Graph”, numbered in Arabic numerals by a cross-cutting principle (in the center of the page indicating “Figure 1. Name”, 10 pt bold font, no full-stop after the title). Captions to the graphs should indicate the designations for the abscissa and ordinate axes and units (for example: the antibody titer in the reaction of direct hemagglutination, Ig), provide explanations for each curve. If diagrams represent a statistically processed data, the error must be reflected graphically.

27. Photographs are to be submitted in TIFF or JPEG format with a resolution of at least 300 dpi. Captions to microphotographs should specify the magnification.

28. You can't provide copies of illustrations obtained by photocopying.

29. A single illustration should not be numbered.

30. All the data in tables, captions inside figures and graphs should be typed with 1 interval, font Times New Roman, font size of 10 pt. Formulas should be typed using the “Microsoft Equation”.

31. A brief **acknowledgment section** may be given after the conclusion section just before the references. The acknowledgment of people who provided assistance in manuscript preparation or funding for research, etc. should be listed in this section.

32. The main text should be followed by “**References**” (font size of 10 pt) in alphabetical order, sources in the Cyrillic characters coming first, then – in the Roman characters.

Use the following style and punctuation for references.

**Reference to a journal publication:** Linke B. G. O., Casagrande T. A. C., Cardoso L. A. C. Food additives and their health effects: A review on preservative sodium benzoate. *African Journal of Biotechnology*. 2018; 17 (10): 306–310.

Uphoff E. P. Bird P. K., Antó J. M., Basterrechea M., von Berg A., Bergström A., Bousquet J., Chatzi L., Fantini M. P., Ferrero A., Gehring U., Gori D., Heinrich J. Variations in the prevalence of childhood asthma and wheeze in MeDALL cohorts in Europe. *European Respiratory Journal. Open Research*. 2017; 3 (3): 00150–2016. doi: 10.1183/23120541.00150-2016.

Note: for all articles in References list, DOI and/or PMID must be indicated if any!

**Reference to a book:** Gravas S., Bach T., Bachmann A., Drake M., Gacci M., Gratzke C., Madersbacher S., Mamoulakis C., Tikkinen K. A. O., Karavitakis M., Malde S., Sakkalis V., Umbach R. Management of Non-Neurogenic Male Lower Urinary Tract Symptoms (LUTS), incl. Benign Prostatic Obstruction (BPO). *European Association of Urology*; 2016: 62 p.

**Reference to a chapter in an edited book:** Meltzer P. S., Kallioniemi A., Trent J. M. Chromosome alterations in human solid tumors. The genetic basis of human cancer. Ed. by B. Vogelstein, K. W. Kinzler. New York: McGraw-Hill; 2002: 93–113.

**Media:** Henkel J. Testicular Cancer: Survival High With Early Treatment. URL: [http://www.fda.gov/fdac/features/196\\_test.html](http://www.fda.gov/fdac/features/196_test.html).

**Conferences and Meetings:** Accessibility and quality of health services. Proceedings of the 28<sup>th</sup> Meeting of the European Working Group on Operational Research Applied to Health Services (ORAHs). Ed. by M. J. Ferreira de Oliveira. Rio de Janeiro, Brazil. Frankfurt (Germany): Peter Lang; 2004: 287 p.

**Theses and Dissertations:** indicate the author, the title of the thesis (abstract), (thesis of Doctor (Candidate) of Medical (Biological) Sciences), city, year, pages.

Example:

*if the source is in the Cyrillic characters*

Ponezheva Zh. B. Clinico-immunological aspects of pathogenesis of chronic hepatitis C and ways to optimize therapy. Abstract of thesis of Doctor of Medical Sciences. Moscow; 2011: 38 p. (In Russ.).

*if the source is in the Latin characters*

Zhao C. Development of nanoelectrospray and application to protein research and drug discovery. Dissertation. Buffalo (NY), State University of New York at Buffalo; 2005: 276 p.

**Patents:**

*if the source is in the Cyrillic characters*

Gorelkin A. G., Pinkhasov B. B. Patent RF, no. 2387374. 2010. The way of definition of man's biological age and senility speed (In Russ.).

*if the source is in the Latin characters*

Myers K., Nguyen C. Prosthetic heart valve. United States patent US 6,911,043. Myers K., Nguyen C., inventors; assignee is 3F Therapeutics Inc. 2005 Jun 28.

Pagedas A. C. United States patent US 20020103498. 01.08.2002. Flexible endoscopic grasping and cutting device and positioning tool assembly.

In the text, references are put in Arabic numerals in square brackets according to the list, for example, [1] or [2, 4, 22].

33. The references should mainly include the articles published in the last 10-15 years and comprehensively reflecting the current state of the issue in question. **The author bears full responsibility for the accuracy of information and correctness of bibliographic data.**

#### **Procedure for acceptance and promotion of an article:**

1. The editorial board receives at least 1 copy of the copyright original text of the article, as well as accompanying documents: an official covering letter from the institution, a certificate of originality of the text (<http://www.antiplagiat.ru>), expert opinion on materials prepared for open publication, a transfer of copyright agreement and a consent to personal data processing.

2. The editorial board reads the text, reviews it and informs the author of the decision concerning its publication. Of a positive decision of the editorial board to publish the article only after making certain edits the author is informed by e-mail (if no response is received within 1 month from the date of dispatch of the notification, the article is withdrawn from further consideration).

3. The article is prepared by the editorial board and published in the journal.

4. Only one article of the first author can be printed in one issue of the journal.

5. Articles that receive a negative decision of the Editorial Board and / or the text format of which does not comply with the above rules are not published in the journal and are not returned to the authors.

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