

Editorial Policies and Guidelines for Authors

RAD CASA - MEDICAL SCIENCES is an international peer-reviewed medical journal open to physicians and scientists from the field of biomedicine. It accepts contributions in the form of original article, review, short review, case report, letter to the editor, short communication, and correspondence.

PLAGIARISM DETECTION

Manuscripts are checked for text similarity and manually verified by the research integrity editor. We use CrossRef Similarity Check software and deal with manuscripts suspected on plagiarism following the COPE flowcharts and ICMJE guidelines.

ETHICAL APPROVAL AND INFORMED CONSENT

When reporting trials on human subjects, authors should indicate whether the procedures were following the ethical standards set by the responsible human experimentation committee (institutional and national) and the latest version of the Declaration of Helsinki given by World Medical Association. Ethical approval (institutional or national) should be obtained for every study that includes the collection of an additional patient sample of any biological material (more than those required for the medical evaluation). Regardless of the preserved anonymity, patients presented in case report articles should always sign informed consent. Case reports without patients' consent are not eligible for publication in Rad.

LANGUAGE

Rad is published exclusively in English. It is the author's responsibility to ensure that the English language is thoroughly revised before submitting the work for publication. Note that the Editorial Board reserves the right to reject a manuscript if the use of language is deemed too poor. The Abstract should be written in both English and Croatian if it is possible (if not, the proofreader will translate it to Croatian).

ARTICLE-PROCESSING CHARGES

Manuscript submission, article processing and publishing are free of charge.

ARTICLE TYPES

Contributions to the Journal are classified into the categories listed in the table below. The maximum word count does NOT include the title, authors and affiliations, abstract, keywords, subheadings, table and figure legends, and references. However, it does include the text in the tables, if any.

Type	Max. word count	Max. number of references
Letter to the editor	1000	5
Review	5000	100
Short review	3500	50
Original article	5000	30
Short communication	1500	10
Case report	1500	20
Correspondence	1000	7

AUTHORSHIP

Rad follows the guidelines for authorship set forth by the International Committee of Medical Journal Editors (ICMJE)

Each author should meet all four criteria as follows:

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

3. final approval of the version to be published

4. agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

According to ICMJE: "In addition to being accountable for the parts of the work the author has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. Also, the authors should have confidence in the integrity of the contributions of their co-authors. All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors."

Rad adopted the system by which each author is identified with his/her unique identification number, ORCID, thus ensuring transparency in authorship and personal identification. It is available for free at <http://orcid.org/>. It is recommended for each author to provide his/her ORCID number.

MANUSCRIPT SUBMISSION

During the manuscript, submission process corresponding author is asked to provide his ORCID ID number. The corresponding author is responsible to fill in the Submission form on behalf of all co-authors. Manuscript Submission form consists of the following sections: authorship statement, statement of originality, conflict of interest disclosure, protection of research participants, and copyright transfer and publication license.

Instructions for authors comply with the "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals" (<http://www.icmje.org/recommendations/>, updated in 2016). Editors hold the right to make all the necessary changes to the language and style of the original manuscript to adhere to the uniform standards of the Journal.

MANUSCRIPT PREPARATION

The manuscript should be written in English and uploaded via the online submission system available at Journal website (www.rad-med.com)

The following should be submitted:

- Cover letter
- Title page
- Manuscript (without authors and affiliations)
- Figure (optional)
- Supplementary material (optional).

Please note that a Manuscript file should not contain any information on the authors and their affiliation. Also, the Manuscript file name should not contain any reference to the author's name. This is important because all manuscripts are sent for blind peer review.

All pages of the manuscript (except for the cover letter and title page, which are attached separately) should be within a single document. Original manuscripts should be structured as follows: Abstract, Keywords, Introduction, Materials and Methods, Results, Discussion, Acknowledgments, Tables and Figures, and References.

ABSTRACT All types of manuscripts should contain an abstract. An abstract of 350 words maximum should be provided on a separate page in the Manuscript file (abstract only, without authors and affiliation). The abstract of an original article should be structured into four headings: Introduction, Materials and Methods, Results, and Conclusions. For other article types, abstracts do not have to be structured.

KEYWORDS Please whenever possible, provide 3-5 keywords from MeSH database)

INTRODUCTION In the Introduction section, the authors should point out new information in the manuscript, the hypothesis, and the aim of their work. The Introduction section should not contain results and conclusions.

MATERIALS AND METHODS The Materials and methods section should only include information that was available at the time the study was planned. All information obtained during the study should be provided in the Result section.

The detailed instructions for writing materials and methods are available at the Journal website (www.rad-med.com).

RESULTS State the main or most important finding first. The data presented in the tables or figures should not be repeated in the text. Graphs should be used as an alternative to tables with many entries.

DISCUSSION Emphasize the new and important conclusion based on the study results in the context of the best available evidence. Do not repeat the data presented in the Introduction or Results section. Clearly, state the limitations of the study.

ACKNOWLEDGEMENTS All contributors who do not meet the authorship criteria should be listed in the Acknowledgments section. These persons must give verbal permission to be acknowledged. Authors should provide that statement during the manuscript submission process. Financial and material support should also be acknowledged and reported in the conflict of interest disclosure during the manuscript submission process.

REFERENCES Authors are responsible for verifying the accuracy of the references by using an electronic bibliographic source, such as PubMed, or printed original articles. References must not refer to the retracted article except if the authors want to refer to the particular retraction.

Rad applies the **Vancouver referencing style**. Literature citation should conform to the standards available at NLM's International Committee of Medical Journal Editors (ICMJE) Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals (examples are available at Journal website (www.rad-med.com)) References should be numbered consecutively, using Arabic numerals in parentheses, in the order of appearance in the text.

CONFLICT OF INTEREST

According to the International Committee of Medical Journal Editors (ICMJE): "Conflict of interest exists when an author (or the author's institution) has financial (employment, consultancies, stock ownership, honoraria and paid expert testimony) or personal relationship, academic competition or intellectual passion that inappropriately influences his actions."

OTHER POSSIBLE CONFLICTS OF INTEREST

All reviewers, editors, section editors, Editorial Board members, included in the publication process will also be asked to disclose any potential conflict of interest regarding the manuscript they are asked to review (primarily relationships with the pharmaceutical industry; incorporated into our submission system).

For more detailed information and instructions for authors, we suggest visiting the Journals' official webpage: www.rad-med.com