

## INSTRUCTIONS FOR AUTHORS

### *SCOPE*

*Chirurgia* is a bimonthly journal. In *Chirurgia*, original papers in the area of general surgery which neither appeared, nor were sent for publication in other periodicals, can be published. You may send any type of articles on surgical topics (Original articles, Review articles, Editorials, How-I-Do-It technical reports, Video Article, Letter to the Editor). *Chirurgia* is also a place for sharing information about the activity of various branches of the Romanian Society of Surgery, information on Congresses and Symposiums organized by the Romanian Society of Surgery and participation notes in other scientific meetings.

### *ARTICLE TYPES*

The following article types will be published in *Chirurgia*:

#### *Editorial*

Editorials are invited articles that respond to a topical issue. Editorial board members are invited to make comments on an important topic in their field, regarding the current state and future research directions. An editorial can have a 1000 words with 1-10 references. Typically, an editorial has one or two authors.

#### *Review Articles*

Review articles are articles that should provide an overview of existing knowledge on a topic, highlighting resolved issues and unresolved questions. A review article can have the following sections: Abstract, Introduction, Content, Conclusions, References. A review article should have a maximum of 4500 words with a maximum of 70 references.

#### *Systematic Reviews and Meta-analyses*

Systematic reviews are a type of review that uses systematic methods to collect significant published data and research studies, and integrate their findings qualitatively or quantitatively. Meta-analyses are often, but not always, important components of a systematic review procedure. The methodology involves specific statistics. For preparation, they manuscripts should follow the PRISMA guidelines. This articles can has up to 5000 words, maximum 70 references, 3-8 figures and tables.

#### *Original Articles*

Research articles use primary or secondary data. Both basic science and clinical research papers fall into this category. This type of article will be structured as follows: Abstract, Introduction, Material and Methods, Results, Discussion, Conclusions, Acknowledgements (if applicable) and References. Structure: 3500 words, 20-30 references.

#### *Surgical Techniques*

Surgical techniques papers are used to describe a procedure or novel operative approach or, occasionally, an entirely new type of operation, and demonstrate its efficacy in addressing unsolved or partially solved issue.

#### *Brief Reports*

Brief Reports are short communications of definitive results of a study that is more limited in scope but of substantial clinical or scientific importance. Structure: 2500 words, 10-20 references.

#### *Case Report*

The case reports address brief discussions of rare diseases or new ideas that may contribute to better patient management. These may include a single case or a series of cases and/or a review of cases published in the literature. A case presentation should be structured as follows: Abstract, Introduction, Case Report, Discussions,

Conclusions, Acknowledgements (if applicable). Case reports should up to 1500 words and 10-25 references. Clinical case presentations will be published according to the available space, only one per number. Thus the waiting time can be very long. The journal does not encourage the submission of clinical cases.

### *Video Article*

High resolution video must be accompanied with narration by a native English speaking individual. Computer generated voice is not allowed. Use labels, arrows, case description slides, and other methods to enhance the understanding of the video material, as necessary.

Video length is limited to 10 minutes. Acceptable formats for submission are: mpeg, mov, wmv. A abstract structured with 300-500 words. The maximum number of authors is five. The maximum number of references is five.

Full articles combined with a video will also be considered; in this case, regular article guidelines should be followed.

### *Express Communication – High Priority for Publication*

Original Articles, Surgical Techniques and Case Reports which present new and important surgical methods, diagnostic developments or therapeutic advances of exceptional scientific importance will be considered for publication in the next issue of the journal as “Express Communication” papers.

### *Letters to the Editor*

Letter to the Editor includes constructive comments on articles published in *Chirurgia* or offers an alternative point of view based on personal experience, and should not exceed 2 pages. This type of article provides the opportunity to cite relevant literature that the original article did not refer to. The letters could also present a brief preliminary study. These will be subject to peer review.

### **CORRIGENDUM**

Correction to an error in published manuscript; due to author’s error.

### **ERRATUM**

Correction to an error in published manuscript; due to publisher’s error.

### **RETRACTION**

A retraction of a published article indicates that the original article should not have been published and that its data and conclusions should not be used. The most common reasons for the retraction of articles are scientific misconduct including plagiarism and self-plagiarism.

### **ONLINE MANUSCRIPT SUBMISSION**

*Chirurgia* only accepts electronic submission of manuscripts, directly onto the journal’s Web site. Electronic submission saves time and allows the manuscript to be handled in electronic form throughout the editorial process (for example, when it is sent out for reviewing). To submit a manuscript electronically, please go to our website [www.revistachirurgia.ro](http://www.revistachirurgia.ro) / Submit Article. Manuscripts must be submitted by one of the authors of the manuscript, and should not be submitted by anyone on their behalf. During submission you will be asked to provide a cover letter – click on the *terms and conditions*. As the manuscript moves through the submission and peer review processes, the status of the manuscript processing is available in the user’s account. Authors must NOT submit a copy of the article to the editorial office.

### **OPEN ACCESS**

*Chirurgia* provides free access to the full text of articles. The abstract of each of the published articles will immediately be placed on PubMed. *Chirurgia* uses LinkOut service to provide links from PubMed abstracts to full-text articles.

*Chirurgia* applies the Creative Commons Attribution Non Commercial (CC BY-NC 4.0) license, which permits readers to copy and redistribute the material in any medium or format, remix, adapt, build upon the published works non-commercially, and license the derivative works on different terms, provided the original material is properly cited and the use is non-commercial. Please see: <https://creativecommons.org/licenses/by-nc/4.0/>.

### ***FEE AND FOUNDING***

All articles published in *Chirurgia* journal are published in full open access.

In order to provide free access to readers, and to cover the costs of peer-review, DOI, plagiarism check, the work throughout the processing from submission to final decision, an article-processing charge (APC) applies to papers accepted after peer review. Article processing charge is not optional and is not refundable if the article is "Rejected", for plagiarism or self-plagiarism reasons.

The active members of the Romanian Society of Surgery will not pay this fee.

### ***DUPLICATE PUBLICATION***

Manuscripts are reviewed for possible publication under the understanding that they are being submitted only to *Chirurgia* and have not been published, simultaneously submitted, or already accepted for publication elsewhere. *Copies of any possibly duplicate published material should be submitted with the manuscript under consideration, with a statement in the cover letter as to why the manuscript currently being submitted is not a duplicate publication.*

### ***PLAGIARISM***

Celsius Publishing House is a member of CrossCheck by CrossRef and iThenticate. All articles accepted for publication in *Chirurgia* Journal are reviewed for originality with iThenticate, a plagiarism screening service.

### ***SELF-PLAGIARISM***

Self-plagiarism is when an author republishes an entire material or uses portions of a previously published text while creating a new material without citing the original content.

### ***COPYRIGHT ASSIGNMENT***

Papers are accepted for publication under the understanding that exclusive copyright in the paper is assigned to *Chirurgia*. Authors are asked to sign a copyright assignment form after the acceptance of their papers ([www.revistachirurgia.ro](http://www.revistachirurgia.ro) / Copyright Agreement). Signature of the copyright form is a condition of publication and papers will not be passed to the publisher unless a signed form has been received. Please return the completed and signed to: [publisher@revistachirurgia.ro](mailto:publisher@revistachirurgia.ro)

### ***CONTENT OF DOCUMENTS***

For the avoidance of doubt, the Author has the full control over the medical content of the scripts, Celsius Publishing House does not have the competence to review its technical substance. Furthermore, the Author states that the rights being the subject matter of the publication are not and will not be encumbered with any third-party rights. The Author fully understands that if third parties submit claims on account of script's content or violating copyright, resulting from the materials submitted for publication. The Author shall immediately take all necessary steps to protect Celsius Publishing House against liability and incur all costs associated therewith and undertakes to redress any damage caused as a result thereof.

### ***PERMISSIONS***

Authors must submit written permission from the copyright owner (usually the publisher) to use direct quotations, tables, or illustrations that have appeared in copyrighted or published form elsewhere, along with complete details about the source. Any permissions fees that might be required by the copyright owner are the responsibility of the authors requesting use of the borrowed material, not the responsibility of the journal *Chirurgia*.

## *AUTHORSHIP*

All persons listed as authors are assumed to have been actively involved in one or more key aspects of the reported study. All authors must confirm that they have met the criteria for authorship as established by the International Committee of Medical Journal Editors (<http://www.icmje.org>).

**Full responsibility for the content of articles lies with the authors.**

## *MANUSCRIPT PREPARATION*

Articles submitted to the journal must be written in English language. If you need help, Celsius Publishing House can provide translation services paid by the authors. The journal only accepts electronic submission of manuscripts in Word format. Do not send your manuscripts in PDF format. Manuscripts should be typed (font size 11), double spaced on A4 paper, including tables, figures and references.

*Recommended dimension of the articles is:* - 8-10 pages for an original article (clinical studies, surgical treatment); - 3-4 pages for case-reports; - 1-2 pages for: book references, reviews of certain periodicals, reports concerning the work of different societies or scientific acts.

## *MANUSCRIPT STRUCTURE*

### *Title page*

*The title page should include:* - the title of the article; - full name of each author involved; - name of department(s) and institution(s) with which each author is affiliated; - the corresponding author's full name, postal address, phone and fax number and e-mail address; - information regarding whether the authors consider the paper an Original Article, Case Report etc.; - Open Researcher and Contributor Identification (ORCID) number(s) for all authors if available; - short title.

### *Abstract*

The articles must include abstracts in Romanian and English language together with the titles. Structured Abstract (for Original Articles only) of no more than 200 words, stating Background, Methods, Results, and Conclusions, or Standard abstract (for Case Reports, Reviews, Surgical Techniques - short abstract);

Key words - up to eight.

### *Abbreviations*

If multiple abbreviations are used in the paper, a list of abbreviations and acronyms used should be made. This list should be provided immediately after the abstract. It is recommended that all measurements be converted to international units and in SI. Only internationally accepted abbreviations should be used.

### *Introduction*

*Introduction* - which explicitly shows why certain subject attracted the author's attention (the reasons for accomplishing the study) and presents a concise depiction of the actual stage of the matter at hand; in this section just a minimum number of bibliographic references should be quoted, without an exhaustive presentation of the literature.

### *Material and Method*

*Material and Method* - should clearly describe the recruitment criteria of the patients in the study, the pursued clinical data, number of observations (for clinical studies) or entire description of the animal lots (for experimental studies). The statistic methods and special laboratory measurements should also be mentioned, with bibliographic references.

## *Results*

*Results* - should include the findings of the work, presented in a logical order of tables, images, pictures. The content of the tables or images should not be repeated as information in the text.

## *Discussions*

*Discussions* - must include the comparison of personal results with similar data from the medical literature. New perspectives revealed by the study should be underlined and their implications, as well as the study limits must be commented. The data shown in the "Results" section should not be repeated. It is recommended to avoid assertions that cannot be supported by bibliographic references or by the study's results.

## *Conclusions*

*Conclusions* - explains the significance of the work.

## *Conflicts of Interest*

Authors must state all possible conflicts of interest in the manuscript, including financial, consultant, institutional and other relationships that might lead to bias or to a conflict of interest. If there is no conflict of interest, this should also be explicitly stated as none declared. All sources of funding should be acknowledged in the manuscript, including grants, equipment etc. All relevant conflicts of interest and sources of funding should be included on the title page of the manuscript with the heading "Conflicts of Interest and Source of Funding".

## *Ethical Statement*

When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Committee for Human Rights. If doubt exists whether or not the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. When reporting experiments on animals, authors should indicate whether the institutional and national guide for the care and use of laboratory animals was followed.

## *Acknowledgements*

*Acknowledgements* - the persons that contributed to the study, but were not included as authors, should be mentioned just in case.

## *References*

Bibliographic references, Romanian or foreign, should be numbered in the order in which they appear in the text. The reference to the quoted text will be marked with Arabian numbers inside round brackets. It is mandatory for all sources included in the "References" section to be quoted in the text and references to works that do not appear in "References" should not occur. Journal titles should be abbreviated according to international style (see Index Medicus). Only references that were consulted by the authors of the article should be quoted. See below eight examples of accurate citation:

### *journal article*

1. Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med.* 2002;347(4):284-7.

### *journal article with more than six authors*

2. Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res.* 2002;935(1-2):40-6.

### *volume with supplement*

3. Geraud G, Spierings EL, Keywood C. Tolerability and safety of frovatriptan with short- and long-term use for treatment of migraine and in comparison with sumatriptan. *Headache*. 2002;42 Suppl 2:S93-9.

*article not in English*

4. Ellingsen AE, Wilhelmsen I. Sykdomsangst blant medisin - og jusstudenter. *Tidsskr Nor Laegeforen*. 2002;122(8):785-7. Norwegian

*article published electronically ahead of the print version*

5. Yu WM, Hawley TS, Hawley RG, Qu CK. Immortalization of yolk sac-derived precursor cells. *Blood*. 2002 Nov 15;100(10):3828-31. Epub 2002 Jul 5.

*journal article on the Internet*

6. Aboud S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. *Am J Nurs (Internet)*. 2002 Jun (cited 2002 Aug 12);102(6):(about 1 p.). Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>Article

*monograph*

7. Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. *Medical microbiology*. 4th ed. St. Louis: Mosby; 2002.

*chapter in a book*

8. Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. *The genetic basis of human cancer*. New York: McGraw-Hill; 2002. p. 93-113.

### *Tables*

Tables must be at the end of the manuscript. The citation should appear in the order of entry in the text. Each table, complete with title and footnotes, should be on a separate page, and should be constructed using the table function within a Word type document; do not insert the table as a picture.

### *Illustrations (pictures, figures)*

Illustrations must be at the end of the manuscript. Illustrations should be numbered consecutively according to the order in which they have been first cited in the text. The authors should point within the text the place where the illustrations should be located. All illustrations must have legends. The legends should allow the interpretation of the images without reference to the text. The format for electronic submission is TIFF or JPG. Images should be professionally drawn and photographed; freehand is unacceptable. Pictures must be at least 300 dpi to ensure quality. Do not use too large images. If photographs of persons are used, the subjects must not be identifiable, or their pictures must be accompanied by written permission to use the photograph. If an image has been previously published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material.

**Colour pictures:** The journal *Chirurgia* accepts for publication colour images that will enhance an article. Authors who submit colour images will receive an estimate of the cost for colour reproduction. If they decide not to pay for colour reproduction, they can request that the images be converted to black and white at no charge.

### *The Romanian Version of the journal Chirurgia*

*Chirurgia* is also published as an online edition in Romanian, which is accessible for the active members of the Romanian Society of Surgery. In case the manuscript is accepted for publication, Romanian authors are kindly asked to send the editorial office a version of the manuscript translated in Romanian as well.

### ***AFTER ACCEPTANCE***

**Page proofs and corrections:** when a manuscript has been edited and is ready for printing, a copy of the proof will be sent to the author by e-mail as a PDF file. At this stage, authors may make minor corrections; significant changes to the manuscript are not accepted. Proofs must be checked carefully and corrections sent in 48 hours beginning with the time of delivery.

Article order of appearance in the review is established by: arriving date to the editorship, editorial needs and observance of the above references. Prioritizing in the case of certain articles with very up-to-date subjects,