



# Instructions to the Authors

České společnosti plastické chirurgie  
ČLS JEP, z.s. (Czech Society of Plastic Surgery)  
evidenční číslo společnosti: 51

Jsmo odbornou společností  
sdružující lékaře s atestací  
v oblasti plastické chirurgie.



The journal *Acta chirurgiae plasticae* is an international journal of plastic surgery. It is published in English with Czech/ Slovak structured abstracts/summaries four times a year. There are articles dealing with problems of plastic, reconstructive and aesthetic surgery, craniofacial surgery, hand surgery, microsurgery, burns and allied and cooperating fields of medicine. The journal accepts the following types of articles for publication: original scientific papers including experimental studies, case reports, review articles, discussions, reviews of domestic and foreign publications, news (invitations to specialized meetings, reports from congresses and meetings, letters to the editors, etc.) and other important information from the specialty. All articles are subject to a peer review procedure, whereas bilateral anonymity is maintained. The editorial board accepts articles in English. Only articles that have not been previously published else- where can be accepted.

## Requirements for Formal Structure of the Manuscript

The whole manuscript including the attachments must be made available in electronic form. The article should be written in one of commonly used text editors (best is MS Word), recommended font size is 12, Times New Roman, spacing 1.5, width of text 15 cm, no underlying, with switched off automatic functions. The text file must be named so that it could not be mistaken (name of the file without diacritic marks, e.g. surname of main author, key word of the paper and the word text, for example: "Smith\_reconstruction\_text.docx"). Recommended extent is maximally 10 normalized pages (counted without title page, abstract and literature, 1 normalized page = 1800 characters incl. spaces). Each section should be started on a new page. In the manuscript text, please observe the following order: title page, summary, key words, actual text of the paper and summary of used literature.

Tables, charts and images to the articles should be marked in the actual text (for better orientation) and attached in a separate file. Tables and charts must be sent in a form of individual files (or individual excel sheets), which can be edited (best is MS Excel, MS Word). Tables and charts should be prepared appropriately simple and comprehensive, numbered according to the order of occurrence within the text. There should be a brief description to each table and chart. You should also explain all abbreviations, which were used. You should also verify, whether all tables and texts are really referenced in the text. Name the file should be made the same way as in the text (e.g. "Smith\_reconstruction\_tab1.xlsx"). Imaging documents should be sent in an electronic form as JPG, BMP, TIFF with resolution at least 300 dpi. If the image is printed in the size of one third of a page, it must have a minimal width of 700 pixels, in the size of two thirds of a page it must have a minimal width of 1500 pixels and in the size of the whole page it must have a minimal width of 2200 pixels. If there is imaging documentation reprinted from another source, it is necessary to provide the original source and a written consent of the copyright holder. Imaging documents cannot be received in MS Power Point form. Imaging attachments are numbered according to the occurrence in the text and stored individually as separated files, named analogically as the other files (e.g. „Smith\_reconstruction\_pict1.jpg“). The legend to the imaging documentation should be submitted as a separate file in MS Word named analogically as the other files (e.g. „Smith\_reconstruction\_legends.docx“) and possible symbols and abbreviations should be explained.

## Title Page

Title page must contain brief and clear name of the article (maximum 10 words), in the case reports this should be included in the name.

It must also contain full name and surname of all authors, in the order reflecting their participation on the manuscript, name of workplaces of all authors (in case of more workplaces, name the first where the manuscript was created mostly), address of the main author, telephone and email address, where should be sent the correspondence related to the manuscript.

In case there was financial support or non-financial support used during the preparation of the article (grants, equipment, medication, etc.), it is necessary to provide in sufficient extent the source of this support. Possible acknowledgement may be located before the literature section.

## Structure of Original Paper

In the original paper the author works with his/her own set and provides his/her own ideas related to the particular problem based on the analysis of his/her own results and using appropriate statistical methods. The text must be written at appropriate scientific level and comprehensively. The conclusions must be formed clearly and so that any different interpretation was ruled out. The text of the original article must follow a prescribed structure.

**Abstract** – structured abstract represents summary of article content into a brief form. Characteristic information is required from the article. Structure of the abstract of the original paper copies the structure of the whole paper, i.e. it contains the following chapters "Introduction, Material and methods, Results, Discussion and Conclusion". The abstract should have an extent of a maximum of one normalized page (maximum of 1800 characters).

**Key words** – 3-8 words or short phrases that enable characterizing the paper with regards to its content. It is recommended to use terms that originate from the recommended terms of the National Library of Medicine: Medical Subject Headings (MeSH).

**Introduction** – brief and clear description of the problem including reference to the basic literature and formulation of the goal of the paper or working hypothesis, brief introduction about the origin of the article.

**Material and methods** – a basic description of the file, summary of used methods, description of the hypothesis and methods within the study, including the method of evaluation and used statistical method.

**Results** – obtained data and their evaluation.

**Discussion** – brief confrontation with similar studies and papers from the last two or more years. Evaluation of achieved study goals.

**Conclusion** – brief and clear summary with clearly formulated outputs for practice.

**Role of authors** – short specification of the involvement of author/co-authors while writing the manuscript.

**Conflict of interest** – e.g., none is "no conflict of interest".

Voluntary is **the Note**.

**References** – citation according to the instructions for authors, organized according to the occurrence in the text, only relevant citations.

## Structure of Review Article

Review article should summarize the current knowledge about aetiology, pathogenesis, diagnostics and therapy of a disease or group of diseases, or complex review of the issues related with the topic of the journal. After reading the article the reader should obtain a sufficient and current idea about the particular topic. The article should be written with a maximum emphasis on its practical use. Instructive imaging documentation is welcome.

The contribution of the author to the particular problem should be based on extensive study of literature, provided in the list of used literature but also on the own work of the author. In case of processing a more extensive topic, it is possible to divide the article into several parts after an agreement with the editorial board.

**Summary** – brief summary of the content of the article in the extent of a maximum of 1000 characters.

**Key words** – 3-8 words or short phrases enabling documentation of the content of the paper with regards to its content; it is recommended to use the terms from the recommended terms of the National Library of Medicine: Medical Subject Headings (MeSH).

**Introduction** – brief explanation of the origin of the article, proposal of the theme and its limitations.

**Evaluation of the topic** – brief basic thoughts of the paper, own approach of the author, review of current knowledge.

**Conclusion** – brief message of the paper.

**Role of authors** – short specification of the involvement of author/co-authors while writing the manuscript.

**Conflict of interest** – e.g., none is "no conflict of interest".

Voluntary is **the Note**.

**References** – citation according to the instructions for the authors, organized according to the occurrence in the text.

## Structure of Case Report

Case report is a description of one or several similar cases and their solution. The case reports should be in some extent unique and their solution should be innovative, or possibly it should supplement or confirm current knowledge.

**Summary** – brief summary of the content of the article in the extent of a maximum of 350 characters.

**Key words** – 3-8 words or short phrases enabling documentation of the content of the paper with regards to its content; it is recommended to use the terms from the recommended terms of the National Library of Medicine: Medical Subject Headings (MeSH).

**Introduction** – brief explanation of the origin of the article, description of the topics.

**Description of the case** there are all important data related to the described case including history, clinical picture, possibly results of laboratory examination, description of the finding of imaging techniques, therapeutic procedure and result.

**Discussion** – it should be brief and it discusses the actual case report with regards to similar case reports or papers of other authors, which are cited.

**Conclusion** – brief summary of the most important aspects of the paper.

**Role of authors** – short specification of the involvement of author/co-authors while writing the manuscript.

**Conflict of interest** – e.g., none is "no conflict of interest".

Voluntary is **the Note**.

**References** – citation according to the instructions for the authors, organized according to the occurrence in the text. Only relevant citations.

Use metric units and SI units. Use only established abbreviations, do not use any abbreviations in the header and summary, in case of the first use of the abbreviation in the text, provide expanded version in brackets. List of abbreviations in alphabet order with explanation may be provided before the list of used literature. In case of medication it is necessary to provide a generic name and producer in parenthesis after the product name.

## Literature

The manuscript may contain only the actual sources, i.e. publication referenced by the authors in the text or papers that are really important (no papers may be provided only from formal reasons). Literature may be arranged according to the occurrence in the text, not in alphabet order, it is marked with a number of appropriate reference number written as upper index and it is cited according to Uniform Requirements for Manuscripts Submitted to Biomedical Journals" according to "Vancouver citation format".

In case of references to the papers that were not published yet, however already accepted for publication, please provide the name of the journal with the note "in print". References within the text, tables or descriptions of images should be marked with Arabic numbers in hard brackets. Several sources should be separated by a comma, without spaces.

### Examples of Correct Forms of Citations:

#### Article in a journal:

Provide full surname of the authors, initials of the name without a full stop, put comma between the authors, after the last name is a full stop. If the number of authors is more than 6, put first three authors and an abbreviation "et al.". Name of the article should be terminated with a full stop. Then is written the official abbreviation of the article (name of the journals is abbreviated according to a style used in Index Medicus) and year (possibly even month) of issue, do not separate with a comma, after the year put a semicolon. Year of the journal and possibly number of issue in parenthesis, colon, pages completed with a full stop.

#### Examples:

Petitti DB, Crooks VC, Buckwalter JG, Chiu V. Blood pressure levels before dementia. Arch Neurol. 2005 Jan;62(1):112-6.

#### Chapter in a book:

In the authors write their full surname, initials of the name without a full stop, between the authors put comma, after the last name put full stop. The name of the book is separated with a comma, number of issue is terminated with a full stop. City of issue and in round bracket country of issue and colon, publisher, semi-colon, year of issue, full stop, name of chapter, semi-colon and pages terminated with a full stop.

#### Examples:

Riffenburgh RH. Statistics in medicine. 2nd ed. Amsterdam (Netherlands): Elsevier Academic Press; c2006. Chapter 24, Regression and correlation methods; p. 447-86.

#### Book, monograph:

In the authors put full surname, initials of the name without a full stop, between authors put comma, after the last name put full stop. Name of the book is terminated with a full stop and number of issue is terminated with a full stop. City, colon, publisher, semi-colon, year of issue, full stop and total number of pages terminated with a full stop.

#### Examples:

Eyre HJ, Lange DP, Morris LB. Informed decisions: the complete book of cancer diagnosis, treatment, and recovery. 2nd ed. Atlanta: American Cancer Society; c2002. 768 p.

### Examples of Other Citations:

#### Article in electronic serial publication:

Polgreen PM, Diekema DJ, Vandenberg J, Wiblin RT, Chen YY, David S, Rasmus D, Gerds N, Ross A, Katz L, Herwaldt LA. Risk factors for groin wound infection after femoral artery catheterization: a case-control study. Infect Control Hosp Epidemiol [Internet]. 2006 Jan [cited 2007 Jan 5];27(1):34-7. Available from: <http://www.journals.uchicago.edu/ICHE/journal/issues/v27n1/2004069/2004069.web.pdf>

#### Electronic publication:

Richardson ML. Approaches to differential diagnosis in musculoskeletal imaging [Internet]. Version 2.0. Seattle (WA): University of Washington School of Medicine; c2000 [revised 2001 Oct 1; cited 2006 Nov 1]. Available from: <http://www.rad.washington.edu/mskbook/index.html>

**Article from web pages:**

Complementary/Integrative Medicine [Internet]. Houston: University of Texas, M. D. Anderson Cancer Center; c2007 [cited 2007 Feb 21]. Available from: [http:// www.mdanderson.org/departments/CIMER/](http://www.mdanderson.org/departments/CIMER/).

**Article from online database:**

MeSH Browser (2011 MeSH) [Internet]. Bethesda (MD): National Library of Medicine (US), Medical Subject Headings Section; [1999] – [updated 2010 Aug 28; cited 2011 Jul 8]. Available from: <http://www.nlm.nih.gov/mesh/MBrowser.html> Files are updated every week on Sunday.

Complete instructions for citation and rules for citations other than above examples of the sources according to "Vancouver citation format" is available at:

<http://www.ncbi.nlm.nih.gov/books/NBK7256/>

## **Ethical Aspects**

The condition to publish clinical research is that the used procedures corresponded to the ethical principles of Helsinki declaration from 1975 (revised in 2000) and they were approved by appropriate ethics committee. In case of animal studies, it is necessary to document that valid regulations and directives for breeding and experimental use of animals were observed. The authors must declare compliance with such conditions in written in the end of the text of the article. All information about patients must respect the rules set forth by relevant law on protection of personal data. No names of patients, their initials or hospital (treatment, reference) numbers are provided, especially in any imaging material. The clinical photographs of the patients must be adjusted so that the patient could not be identified. If such adjustments are not possible with regards to the nature of the paper, it is possible to provide written informed consent of the patient (possibly family or guardian) with publishing such photographs.

## **Statistics**

Used statistical methods should be sufficiently described so that the reader with access to the original data could verify the results. The editors recommend that the author before completing the paper discusses all used statistical methods with a professional statistician who deals with biomedicine.

## **Authorship and Copyrights**

Only a manuscript that was not published in another journal, not even partially, will be accepted for publication. The cover letter must contain a statement that the article or its part was not sent to another journal. As co-authors may be mentioned only those who significantly contributed to the preparation or overall performance of the study, to analysis and interpretation of the findings or to processing, editing and adjustment of the text. All co-authors must consent with the final version of the manuscript. The order of authors must correspond to their effort during the performance of the study and writing of the manuscript. Published articles are property of the journal – copy of the articles or of their part may be published only with the consent of the editorial board with provision of the source.

## **Review of the Article**

Review of the article is bilaterally anonymous. The editors perform anonymization of the text, i.e. removal of data that could help identify the authors before the text proceeds to the review process. Each text submitted for publication in the journal *Acta chirurgiae plasticae* is (apart from reviews, reports, medallions and some other information) provided to two peers for review. The chief editor chooses specialists for the review in the field, which corresponds to the content of the text. He/she also considers that the reviewers were not closely related to the author, by common institution or personally. Reviewers fill out a standardized form and recommend the text for acceptance, rewriting or refusal. Their decision is explained in the opinion into which they can also include recommendation for adjustment of the text. The editors have a right to propose the author shortening of the manuscript, adjustments (language of the manuscript), and possibly after the review they can return the manuscript to the author to rewrite. Confirmation that the article was accepted for printing in the journal *Acta chirurgiae plasticae* is provided to the author only after both reviewers accepted the article for publishing. Proofreading must be sent to the editors within three days; the text is confirmed for publication only by the chief editor.

## Payments

Manuscripts of articles, information and reports sent for publication to the journal *Acta chirurgiae plasticae* are not subject to a payment of the authors. They are published on the expense of the publisher.

Advertisements and other commercial information from companies are subject to payment according to the valid pricelist of the publisher.

## Conflict of Interest

Authors are obliged to send a statement together with the manuscript that in relation with the theme, creating and publication of this manuscript they are not in conflict of interest. It means that the creation of the manuscript and its publication was not financially supported by any pharmaceutical or other company or other subject and none of the authors was influenced during the creation of the paper in any way.

Otherwise the main author is obliged to report whether and how was the main author or any of the co-authors in relation to the writing and to the theme of the manuscript within the last 24 months contractually bound, whether and from what subject was obtained any financial support for the work and publication, whether and who supported his/her/ their participation in a specialized meeting or conference related to the theme of the manuscript, etc.

## Sending the Manuscripts

The manuscript and the cover letter corresponding to the aforementioned requirements may be sent in electronic form to the following address: **zdenek.dvorak@fnusa.cz**. When sending larger files (enclosures over 15 MB), please use a commercial provider for delivering of data.

## Cover Letter

The manuscript must be accompanied with a cover letter that contains the following information: name of the paper, format of the paper, name and surname of the authors, statement of the authors regarding approval of the ethics committee (experimental or clinical studies) or in case of an animal study a statement of compliance with the procedures during manipulation with experimental animals, statement about possible conflict of interests, statement that all materials (schemas, images, charts, tables, etc.) obtained from other sources or publications were used with the consent of the person or publisher, which have appropriate copyright or publishing rights to that reproduced material, furthermore statement that the manuscript is approved for publication by all authors, name and address of the main author, his/her telephone and email address where all correspondence related to proofreading and publication should be sent. The cover letter must be signed by all authors.

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