

## Guidelines for Authors

### Table of Contents

1. Aims and Scope
2. Publication Charges
3. Article Types
4. Manuscript Submission
5. Manuscript Preparation
6. Outline of the Production Process

### 1. Aims and Scope

Acta Dermatovenerologica Alpina Pannonica et Adriatica (Acta Dermatovenerol APA) is an open access medical journal published quarterly by Association of Slovenian Dermatovenerologists. The journal aims to publish papers describing all aspects of research in dermatology and venereology. Acta Dermatovenerol APA invites submissions under a broad scope of topics relevant to clinical and experimental research and publishes original articles, reviews, case reports and clinical images.

### 2. Publication Charges

Acta Dermatovenerol APA is an open access journal. Open access publishing proposes a relatively new model for scholarly journal publishing that provides immediate, worldwide, barrier-free access to the full-text of all published articles. Open access allows all interested readers to view, download, print, and redistribute any article without a subscription, enabling far greater distribution of an author's work than the traditional subscription-based publishing model. The impact of the published work is greatly increased by the open access publishing.

Publishing an article in Acta Dermatovenerol APA requires article-processing charges that will be billed to the submitting author upon acceptance of the article for publication in accordance with the following table. There are no submission charges, no page charges, and no colour charges. You do not have to pay any charges if the article is not accepted for publication.

Table 1. Manuscript types and corresponding article-processing charges (fee). Please note that our fees do not include taxes. Authors resident in any European Union country have to add Value-Added Tax (VAT).

Manuscript Type	Fee
Original article	250 €
Review article	250 €
Case report	250 €
Short report	250 €
Letter to the editor	250 €

If a manuscript after peer review is ready to be accepted, the corresponding author will be notified. The corresponding author or their supporting institution will need to make payment within 30 days of receipt of an invoice. A receipt will be sent after the payment has been received.

### **3. Article Types**

The journal invites the following types of submission: original articles, short reports, review articles, case reports, and letters to the editor.

#### **3.1 Original articles and Short reports**

Original articles and Short reports are scientific reports of the results of original clinical, laboratory or basic research. Original articles and Short reports should be organized as follows: Title page, Abstract, Introduction, Methods, Results, Discussion, Conflict of Interest, Acknowledgments, References, Tables, Figure Legends, Supplementary Material. Abstract has to be structured to: Introduction, Methods, Results, Discussion and should not exceed 200 words. Original articles and Short reports can be any length and there are no restrictions on word count; however, the number of figures and tables is limited to 8.

#### **3.2 Review articles**

Review articles of high quality evaluating a disease, treatment or recent advances in clinical, laboratory or basic research are published in Acta Dermatovenerol APA. Review articles may be solicited by the Editor or may be submitted by authors for publication subject to peer review. Such reviews should be comprehensible to readers not intimately familiar with the subject under review, and should increase readers' interest and describe important recent developments rather than provide an encyclopaedic reference. Review articles must include an unstructured abstract not exceeding 200 words. Use of illustrations and figures is encouraged. Review articles can be any length and there are no restrictions on word count or number of figures, but the number of references should not exceed 80 references.

#### **3.3 Case reports**

Case reports describing dermatological or sexually transmitted disease/infection cases of particular interest are welcome. Case reports must include an unstructured abstract not exceeding 200 words. A reasonable number of coloured photographs may be included. Case reports can be any length and there are no restrictions on word count or number of figures.

#### **3.4 Letters to the Editor**

Letters to the Editor are brief, provocative, opinionated communications, not necessarily documented, on a limited subject. Letters may report original data, critically discuss published articles, present hypotheses or present compelling clinical images. However, authors are encouraged to submit other types of articles and Letters to the Editor will be considered for publication in Acta Dermatovenerol APA only exceptionally. The text should not exceed a total 1,200 words and the number of references is limited to 15 and number of figures and tables to 2 each.

### **4. Manuscript Submission**

All submissions should be made online at the Acta Dermatovenerol APA Manuscript Manager site. Electronic submission of manuscripts is mandatory. Manuscripts sent via email, fax or regular mail will NOT be considered.

Please log in to the Manuscript Manager (<https://adapa.manuscriptmanager.net/>) to submit a new manuscript. Once logged in, click on "Start a new submission" and follow the onscreen instructions.

Detailed instructions are at our Manuscript Manager site. For assistance with the site or questions regarding your submission, contact the Editorial Office ([office@acta-apa.org](mailto:office@acta-apa.org)).

All manuscripts are subject to review and editorial revision. Only previously unpublished manuscripts are accepted, preprints will be considered. Submission of an article for publication implies transfer of the copyright from the author to the journal upon acceptance. Accepted papers and accompanying material become the property of Acta Dermatovenerol APA and may not be published elsewhere without the written permission of the Editor-in-Chief. Manuscripts describing clinical studies should be accompanied by the documented approval of the Ethical Committee of the institution concerned. Authors should preserve patients' anonymity and obtain their informed consent, if publishing photos. In the case of children, the parents' consent is needed. Any sponsorship or a business interest that might pose a conflict of interests should be stated.

We have a policy of zero tolerance for plagiarism. All submitted articles will be automatically checked for plagiarism using plagiarism detection software. In case of plagiarism, article will be rejected without the possibility of revision or resubmission.

Complete submissions contain all items below, and submissions are dated according to receipt of all items. No editorial decision will be communicated to the authors until the submission is complete.

All submissions MUST include:

- 1. Manuscript prepared according to the guidelines (see below),**
- 2. Copyright Transfer/Publishing and Authorship Form signed by ALL authors,**
- 3. Article Processing Charge Notification signed by the corresponding author.**

Completed and signed forms should be uploaded to the Manuscript Manager.

After the manuscript has been sent in for publication, it is not possible to withdraw it without the consent from the Editor in Chief.

## **5. Manuscript Preparation**

Only original manuscripts will be considered for publication. Correctly prepared manuscripts will enable faster review and publication procedures. Please write your paper in good English. All manuscripts should be checked by a native English speaker before submission.

Save your text file in the native format of the word processor used. The text should be in single column format with as simple a layout as possible. To avoid unnecessary errors you are advised to use the "spell check" and "grammar check" functions. Repetition of information or data in different sections of the manuscript should be avoided. Text must comply with the word limits defined in Article Types section, and, where appropriate, include:

### **5.1 Title Page**

Essential information that should be included on title page:

- The title of the paper, which should be concise and informative.
- A running title (max 40 characters).
- Authors names and affiliations. Provide full names and addresses. Names of institutions at which the research was conducted should clearly be linked to respective authors. In case of change of address, you should indicate this as a footnote and provide "Present address" to that author's name as well.

- Corresponding author. Provide name, address, telephone number, fax number, and email address of corresponding author. Contact details must be kept up to date.
- A statement of all funding sources that supported the work.
- Any conflict of interest disclosures.
- Classifications. Add at least 3 classifications of your paper to facilitate matching the manuscript with reviewers. Classifications have to describe the article type, section/category of your manuscript and the area(s) of your research/focus of your paper.

### **5.2 Abstracts**

Authors submitting original articles should note that structured abstracts are required. The structured abstract should adopt the format: Introduction, Methods, Results and Conclusions. The abstract should not exceed 200 words.

Review articles and case reports require abstracts but they need not necessarily be structured. Abstracts should contain no citations to previously published work and if possible no abbreviations. The abstract should not exceed 200 words.

### **5.3 Text**

Paper should in general, but not necessarily, be divided into sections with the headings.

Abbreviations must be defined when first used in the main text, as well as when first used in table and figure captions. Try to avoid including abbreviations in titles and abstract.

### **5.4 Tables and Figures**

Tables should be included at the end of the manuscript, each on a separate page. Figures must be submitted as a separate file or files. In text refer to figures and tables as Fig 1, Figs 2–4; Table 1, Table 2. Each item must have a title explaining its purpose without reference to the text. Arrows and arrowheads should be used freely on figures to clarify findings. Authors are responsible for obtaining permission to reproduce figures or tables. When an individual is identifiable in a photograph written permission must be obtained.

### **5.5 References and examples**

References must be identified in the text as a number in parentheses at the end of a sentence. References should not be formatted as footnotes, but should appear in a list at the end of the text. References should be listed in numerical sequence as they are cited in the text. Format references as below, using standard (Medline) abbreviations for journal titles.

Note shortened form for last page number, e.g. 51–9. If there are more than 6 authors the first 6 should be listed followed by 'et al.' Further details about citing are available at Citing Medicine (<http://www.nlm.nih.gov/citingmedicine>).

#### ➤ Journal articles:

Burk RD, Chen Z, Harari A, Smith BC, Kocjan BJ, Maver PJ, et al. Classification and nomenclature system for human alphapapillomavirus variants: general features, nucleotide landmarks and assignment of HPV6 and HPV11 isolates to variant lineages. *Acta Dermatovenerol Alp Panonica Adriat.* 2011;20:113-23.

Sivamani RK, Pullar CE, Manabat-Hidalgo CG, Rocke DM, Carlsen RC, Greenhalgh DG, et al. Stress-mediated increases in systemic and local epinephrine impair skin wound healing: potential new indication for beta blockers. *PLoS Med.* 2009;6:e12.

➤ Journal articles in a language other than English:

Petrovič A, Gale I, Žalar A. Dnevni vnos vode in pijač v Sloveniji. [Daily water and beverages intake in Slovenia]. *Zdrav Vestn.* 2011;80:657-67. Slovene.

➤ Conference publications, papers in proceedings:

Horrobin DF, Lampinskas P. The commercial development of food plants used as medicines. In: Prendergast HD, Etkin NL, Harris DR, Houghton PJ, editors. *Plants for food and medicine. Proceedings of the Joint Conference of the Society for Economic Botany and the International Society for Ethnopharmacology; 1996 Jul 1-6; London. Kew (UK): Royal Botanic Gardens; 1998. p. 75-81.*

➤ Dissertations and Theses:

Liu-Ambrose TY. Studies of fall risk and bone morphology in older women with low bone mass [dissertation]. Vancouver (BC): University of British Columbia; 2004. 290 p.

➤ Books:

MacDonald DD, Ben-Gashir MA, Robson AM. *Dermatopathology.* Malden (MA): Blackwell Publishing; 2005.

➤ Chapters in books:

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

➤ Internet sources:

Cohen, Bernard A.; Lehmann, Christoph U. *dermatlas.org: Dermatology Image Atlas* [Internet]. Baltimore (MD): Johns Hopkins University. c2000 - [cited 2011 Dec 15]. Available from: <http://dermatlas.med.jhmi.edu/derm/>.

## 6. Outline of the Production Process

Once an article has been accepted for publication, the manuscript files are sent into our production system. The article is copyedited by a professional copyeditor. Once the article has been typeset, galley proofs are sent as PDFs to the corresponding author to check for serious errors of fact: errors in authors' names or affiliations, errors of scientific fact that would cause misunderstandings to readers, etc. Other correction requests will not be fulfilled. Corrections to scientific errors may require editorial approval and cause delays. The prompt return of the proofs by authors will ensure that the article stays on deadline. We may proceed ourselves with the publication of your article if no response is received.