

## **Instructions for authors**

The purpose of the *Romanian Journal of Rhinology* is to publish original articles, original clinical reports, clinically relevant experimental studies and short communications presenting new results of general interest. Its aim is to concentrate and provide information concerning care, cure and prevention of different rhinologic disorders.

With a peer review by an important national and international editorial board, the journal provides clinical and clinically related information written by authors from all over the world.

### **Editorial policy**

The journal does not hold responsible for all statements made by articles authors.

The Editors reserve the right to refuse any manuscript which does not correspond to the submission guidelines.

All manuscript will be submitted to referees for peer review. This journal has a *double-blind reviewing process*. There for the authors are required to submit a blind manuscript without the author's names and affiliations on the title page or in the text and a separate title page with the names of the authors, affiliations and information about the corresponding author.

### **Manuscript**

The manuscript should be typed double spacing, with 3cm borders.

The recommended article dimension:

- 8 – 10 pages for literature reviews

- 6 – 8 pages for originals papers
- 3 – 4 pages for short scientific communications
- 2 – 3 pages for case reports
- 1 – 2 pages for book or periodicals reviews, reports concerning different scientific events or meetings.

The original papers should be divided in:

- Abstract
- Introduction
- Material and methods
- Results
- Discussions
- Conclusions
- Acknowledgements
- References

The **front page** should contain:

- 1) The title of the manuscript – it should be shortly (no more than 100 characters including spaces) and conformable with work content;
- 2) Name of the authors;
- 3) The affiliation of the authors;
- 4) Name, affiliation, address and e-mail of the corresponding author.

### **Abstract**

Every article should have an abstract of no more than 250 and it has to be divided in four parts - *Background*: describe the problem addressed in the study and the purpose of the study; *Material and methods*: explains how the study was performed; *Results*: the main findings with specific data; *Conclusion*: contains the most important conclusions of the study.

Please provide 4 to 6 **keywords** which can be used for indexing purpose.

### **Text formatting**

The manuscript should be submitted in Word format, normal plain text (10 – point Times New Roman). Use the automatic page numbering function and tab stops or other commands for indents, but not the space bar.

All articles should be written in English.

Save your file in .doc format.

Do not use .docx files.

Abbreviations should be defined at first mention in the abstract or in the manuscript and used consistently thereafter. Only international accepted abbreviations should be used.

To avoid plagiarism quotations from other articles or books should be set in quotation marks and duly referenced.

**Acknowledgements** should include all the persons or organizations that contributed to the study. Their names should be written in full.

### **Conflict of interest**

The authors must disclose any financial or personal relationship with people or organizations that could inappropriately influence their work.

If there is no conflict, authors should state: “The authors have no conflict of interest.”

### **References**

Citations in the text should be referred to using the **Vancouver reference system**, in which a number is assigned to each reference as it is used. In the text the references quoting should be performed with Arabian numbers between brackets

after the citation (e.g. (1)). If you use a reference source more than once, use the same number you used the first time for that particular source. If you cite several sources in one sentence, cite them as (6-9) to refer to sources 6,7,8,9 and (6-9,15) to refer to sources 6,7,8,9,15.

The bibliographic references should be listed in numerical order at the end of the paper in the appearance order.

The journal titles should be abbreviated according to the style used in *Index Medicus (Medline)*. They can also be found listed at the US National Library of Medicine Website at <http://www.nlm.nih.gov/tsd/serials/lsiou.html>.

See examples:

▪ ***Journal article:***

London SD, Schlosser RJ, Gross CW. Endoscopic management of benign sinonasal tumors: a decade of experience. *Am J Rhinol.* 2002;16:221-7.

Singh N, Eskander A, Huang SH, Curtin H, Bartlett E, Vescan A, et al. Imaging and resectability issues of sinonasal tumors. *Expert Rev Anticancer Ther.* 2013;13(3):297-312.

▪ ***Articles published online ahead of the print version:***

McKeage K. Tobramycin inhalation powder: a review of its use in the treatment of chronic pseudomonas aeruginosa infection in patients with cystic fibrosis. *Drugs [Internet].* 2013 Nov 6 [cited 2013 Nov 7]. Available from: <http://link.springer.com/article/10.1007%2Fs40265-013-0141-0> [Epub ahead of print]

▪ ***Articles by DOI:***

Punjabi NM, Caffo BS, Goodwin JL, Gottlieb DJ, Newman AB, et al. – Sleep-disordered breathing and mortality: a prospective cohort study. *PLoS*

Med. 2009;6(8):e1000132. DOI:10.1371/journal.pmed.1000132.

▪ **Online material:**

United States Food and Drug Administration. Zicam cold remedy nasal products (Cold Remedy Nasal Gel, Cold Remedy Nasal Swabs, and Cold Remedy Saws, Kids Size). MedWatch Public Health Advisory [Internet]. Available from: <http://www.fda.gov/Safety/MedWatch/SafetyInformation/SafetyAlertsforHumanMedicalProducts/ucm166996.htm>. Accessed June 16, 2009.

McClay JE. Nasal Polyps [Internet]. Medscape [update Jun 16, 2016]. Available from: <https://emedicine.medscape.com/article/994274-overview>.

Ramirez Aristeguieta LM, Sandoval Ortiz GP, Ballesteros LE. Theories on otic symptoms in temporomandibular disorders: past and present. Int J Morphol. [Internet]. 2005;23(2):141-56. Available from: [http://www.scielo.cl/scielo.php?script=sci\\_arttext&pid=S0717-95022005000200009&lng=es](http://www.scielo.cl/scielo.php?script=sci_arttext&pid=S0717-95022005000200009&lng=es). <http://dx.doi.org/10.4067/S0717-95022005000200009>.

▪ **Book:**

Messerklinger W. Endoscopy of the nose. Ed. Urban & Schwarzenberg, Baltimore; 1978.

Foley KM, Gelband H, eds. Improving palliative care for cancer [book on the Internet]. Washington: National Academy Press; 2001 [cited 2013 Jul 9]. Available from: <http://www.nap.edu/books/0309074029/html/>.

▪ **Book chapter:**

Draf W. Endonasal micro-endoscopic surgery of tumours: state of the art long-term results. In: Fahlbusch R, Buchfelder M, eds. The Centre of the Skull Base. Einhorn: Einhorn-Press Verlag, Reinbek, Germany; 2000, p.78-82.

### **Tables**

Each table should appear on different sheets and should be numbered using Arabian numbers (e.g. Table 1, Table 2). The citation in the text should be made in consecutive numerical order. The tables must have their own headings.

### **Illustrations**

The pictures or figures must be numbered as they appear in the text and each of them should be placed on a distinct page with a legend. The photos submitted should be high-resolution figures (300 dpi) in TIFF or JPEG format (please send them also in a distinct file).

### **Ethical standards**

The manuscript submitted for publication must contain a statement that the humans studies have been performed in accordance with the ethical standards laid down in an appropriate version of the 1964 Declaration of Helsinki. It should be stated clearly that all patients gave their informed consent for their inclusion in the study.

Reports on animal experiments must state that the “Principles of laboratory animal care” were followed.

The editors reserve the right to reject the manuscripts that do not comply with the above-mentioned requirements.

### **Copyright transfer agreement**

Each manuscript should be accompanied by a copyright transfer agreement form signed by the corresponding author. It will be stated that the article has not been published or not being considered for publication elsewhere. If papers closely related to the submitted manuscript have been published, submitted for publication elsewhere, or presented in different scientific meetings the author must state this when submitting the article.

*Please send the completed and signed Copyright transfer agreement (can be found on [www.rinologie.ro](http://www.rinologie.ro)) to: [contact@rinologie.ro](mailto:contact@rinologie.ro)*

### **Authorship responsibility form**

Each author should sign an authorship responsibility form, in which it is stated that each author has contributed in the work presented by the article and he/she takes public responsibility for the content.

Also, the authors should warrant their research or study is original. To avoid plagiarism authors should ensure that cases of dual publication are avoided.

*Please send the completed and signed Authorship responsibility form (can be found on [www.rinologie.ro](http://www.rinologie.ro)) to: [contact@rinologie.ro](mailto:contact@rinologie.ro)*

**The full responsibility for all written information in the article belongs to authors.**

Articles should be submitted in two typed samples and CD format at **Romanian Journal of Rhinology:**

- **E-mail:** [contact@rinologie.ro](mailto:contact@rinologie.ro)
- **Mail:** 1 Lt. Av. Iuliu Tetrat Street, District 1, Bucharest, Romania
- **Personal delivery:** 1 Lt. Av. Iuliu Tetrat Street, District 1, Bucharest, Romania – Monday, Thursday, Wednesday, Friday between 2 p.m. and 6 p.m.