

# 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 **submission** of the manuscript is **free of charge** on both **print and open** access types of **publication**. 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.

### Peer-review policy

Peer-review is the system used to assess the quality of a manuscript before it is published. Independent researchers in the otorhinolaryngology area assess the submitted manuscripts for originality, validity, and significance to help editors determine whether the manuscript should be published in their journal.

*Romanian Journal of Rhinology* has a **double-blind reviewing process**, in which the reviewers do not know the names of the authors, and the authors do not know who reviewed their manuscript. Therefore, the authors are required to submit a blind manuscript without the authors' 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.

All manuscripts are assessed and handled by the journal's editors. After an initial assessment for general suitability, submissions are sent to at least two experts in the field who are asked to evaluate whether the manuscript is scientifically coherent, easy to read, useful in the field, and whether the manuscript should be accepted, rejected or revised.

The review process will take approximately 2 weeks. After the review process is completed, the corresponding author will receive an e-mail about the evaluation results of the submitted manuscript: accepted, revision or rejection. If the e-mail contains suggestions and comments for revising the manuscript, the authors should make the changes and return to the editor within 2 weeks; if not, the manuscript is considered rejected. If the manuscript is accepted for publication by the reviewers, it is forwarded to the Editor-in-Chief.

The final decisions are made by the Editor-in-Chief based on the recommendations of reviewers reports and the journal's editors. Where necessary, they will consult with members of the Editorial Board. The Editor-in-Chief may advise the corresponding author to make necessary revisions in order to publish the article. The final form of the article will be sent to the main author for the last approval from his/her part (if there are minor changes these should be sent in no more than 1 week).

### Plagiarism policy

Authors should provide the information with their own words and cite the original publication or quote directly from the other publication by using the quotation marks (commas or periods) and mention and cite the original author(s) and publication.

For this reason, all manuscripts submitted for publication in the Romanian Journal of Rhinology are evaluated using the iThenticate software plagiarism checker. The evaluation is performed primarily at submission and once again after the evaluation of the reviewers (double-blind reviewing process).

Considering the similarity index resulted, the report can be rejected or send to the author(s) with the request to correct the errors and send it again for evaluation. The final decision is made by the Editor-in-Chief.

## 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 original 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** – full First name and Surname. 3) **The affiliation** of the authors. 4) Name, title, affiliation, postal address, telephone, e-mail of the **corresponding author**. 5) The **corresponding author** is required to provide an **ORCID ID** (for more information please visit <https://info.orcid.org/benefits-for-researchers/>).

## ABSTRACT

Every article should have an abstract of no more than 250 and it must 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 or docx format. 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 par-

ticular 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/ucm1166996.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

The Romanian Rhinologic Society is the owner of the Romanian Journal of Rhinology's name and copyright holder of all published content. Each manuscript should be accompanied by a copyright transfer agreement signed by the author(s). The commercial copyright of all published articles will be transferred to the journal's owner (for both online and print forms of the journal). Authors retain their patent right and all unregistered rights other than copyright: the same rights stipulated in the open access license agreement type; can post their published articles to their website or any non-commercial repository with a link to the appropriate DOI for the published version of the article, for non-commercial purposes; the right to use all or parts of their article in their future own works, including lectures and books (on condition to cite/quote); the right to reproduce the article for own purposes, their own or research colleagues' scholarly needs, provided the copies are not offered for sale (on condition to cite/quote); the right to self-archive the article.

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

## 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. Financial support and relationships relevant to the subject discussed in the manuscript (employment or affiliation, grants, honoraria, stock ownership, etc.), represents an important conflict of interests. The author(s) should inform the Editorial Board about the potential conflict of interest and sign a Financial Disclosure.

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

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

## ARTICLES SHOULD BE SUBMITTED AT:

**Romanian Journal of Rhinology:**

**E-mail:** [rinologie@gmail.com](mailto:rinologie@gmail.com);

**Online/Manuscript Submission:** <http://www.rjr.ro/?section=incarcare>

**Mail:** 1 Lt. Av. Iuliu Tetrat Street, District 1, Bucharest, Romania (two typed samples and electronic format)