

INFORMATION FOR AUTHORS UJR

Requirements for Manuscripts submitted to the «Ukrainian Journal of Radiology» compiled with the «Unified Requirements for Manuscripts Submitted to Biomedical Journals» developed by the International Committee of Medical Journal Editors.

«Ukrainian Journal of Radiology» accepts for publishing articles that relate to all subjects of medical radiology, radiation medicine and radiation oncology. Articles may be experimental or clinical, theoretical or conceptual, including original research, literature reviews, lectures, book reviews, descriptions of cases from clinical practice, essays in the history of radiology, digests of publications in radiology or other materials by the decision of the editorial board.

General rules

Texts should be previously unpublished and not submitted for publication in other journals' articles and meet the requirements of the Supreme Attestation Board of the Ministry of Education and Science of Ukraine for scientific publications.

Articles are published in Ukrainian and also Russian or English (for foreign authors).

The manuscript must be approved by the Chief Investigator (Project Leader, if he/she is not among authors) or by the head of a department in which the work was carried out, and accompanied by an official cover letter from the institution from which the article is issued. Also the manuscript must be supplemented with the expert review. The cover letter has to indicate whether the article contains the materials of a PhD or DSc research.

Author's original work is always submitted in two formats — 2 printed paper copies and an electronic version (the latter acceptable by e-mail). Electronic and printed versions must be identical. The title and last pages of a manuscript must contain the following statement: «The text proofread, terms verified», which has to be certified by the signatures of all authors. The editors keep the right to modify, shorten and edit submitted manuscripts. The date of the article submission is considered as the time of the submission of the final (revised) version.

In the manuscript the following information has to be provided:

1. Title Page.
2. UDC of the scientific article.
3. Abstract or the summary of the article, keywords.
4. The text of the article.
5. References.
6. Illustrated material.
7. For PhD students — their supervisor's recommendation or an expert review by a Doctor of Science.
8. Information for scientometric databases.

1. The title page of the article should contain:

- Full Names and Surnames of all authors.
- Title of the article.
- Full title of the authors' place of work (institution) with the mandatory indication of the status of the organization (the abbreviation before the institution title) and departmental affiliation; institution address, city, postcode and country. If the research was carried out in the institution other than current authors' place of work, this should be clearly indicated.
- If authors are from different institutions, then digital index near every surname should be placed and related by the same index to the authors' institution presented below. If all the authors work in the same institution, their place of work should be presented only once.

2. Universal Decimal Classification system (UDC) of information classification

The authors are encouraged to determine the appropriate UDC for their article by themselves using Internet resources, e.g.:

Handbook of UDC. — [Http://teacode.com/online/udc/](http://teacode.com/online/udc/)
UDC Consortium. — [Http://forum.udcc.ru/](http://forum.udcc.ru/)

Universal Decimal Classification. — <http://www.udcc.ru/>

3. It is necessary to submit an abstract, article summary and keywords

The abstract should have the same structure as the article, and contain the same headings.

The text of the abstract should not contain any interpretation of the content of the paper, criticisms and personal author's view, as well as information which is not present in the original paper. Article summary includes the short description of the topic and the problem(s), the objectives of the work and the results. Recommended average text is about 850 characters for the abstract, 500 characters for the article summary (including spaces). Keywords (no more than 5–6) must contain the basic terms of the article.

The abstract, summary and keywords are submitted in three languages (Ukrainian, Russian, English).

4. Technical Requirements

4.1 Manuscript should be typed in Times New Roman or Arial. Font size 12 pt. Line spacing one and a half. All fields except the left must be 2 cm, left margin — 3 cm.

All pages should be numbered. Don't use an automatic hyphenation. The core text of the original articles should not exceed 12 pages (including, figures, tables, conclusions and references); reviews and conceptual articles — 18 pages; book reviews and informational messages — 3 pages.

4.2. Bibliographic references in the text are placed in square brackets before the separator mark (comma, dot); references to several sources are presented with comma, e.g. [5, 8].

4.3. The presentation of the results of original research is recommended to be registered under the scheme: introduction (problem in general and its' relationship with important scientific and practical tasks, analysis of recent research and publications, which show the beginning of the problem solution on which the author is relying; distinguishing unsolved questions from the general problems to which the article is devoted); purpose (statement of the article purpose, problem definition); materials and methods; results and discussion (basic material research with full justification of scientific results); conclusions, the prospects of further research (findings of the study and the prospects of subsequent investigations in this direction).

4.4. All symbols and acronyms should be explained at their first use in the text.

4.5. Units of measurements, doses of drugs and other numerical values must be given in SI units. Medications are indicated only in international non-proprietary names; clinical terms — according to the International Classification of Diseases.

4.6. In works about specific anti-tumor treatment, the following should be specified: the technology of radiation therapy, indicating the type of ionizing radiation (radiation quality) and a detailed description of locations, radiation doses and dose fractionation schemes; type of surgery, chemotherapy protocols with administered chemotherapeutic drugs dosages.

4.7. Ethical considerations. Work on human beings that is submitted to the journal should comply with the principles of HELSINKI DECLARATION; Recommendations guiding physicians in biomedical research involving human subjects, adopted by the 18th World Medical Assembly, Helsinki, Finland, June 1964, amended by the 29th World Medical Assembly, Tokyo, Japan, October 1975, the 35th World Medical Assembly, Venice, Italy, October 1983, and the 41st World Medical Assembly, Hong Kong, September 1989. The manuscript should contain a statement that the work has been approved by the appropriate ethical committees related to the institution(s) in which it was performed, and that subjects gave informed consent for their participation in the research. Studies involving experiments with animals must state

that their care was in accordance with institution guidelines. Where applicable, the dose and schedule of anaesthetics and analgesics should be reported. The editors keep the right to reject papers in which, in their opinion, the ethical justification renders suspect.

4.8. Statistics. The description of statistical procedures should be included in the 'Material and Methods' section, for example under a separate sub-heading. Statistical methods should be clearly identified and described in sufficient detail for a knowledgeable reader to reproduce the analysis if he/she had an access to the raw data. In the case of the processing of quantitative data it is highly desirable to describe the type of the distribution of individual values (the level of compliance with the normal distribution or other well-known parametric models). The method of calculation of the standard errors of the mean must be specified, e.g. whether this is based on the real dispersion of individual values or on the applied statistical distribution model. Please, provide a justification (motivation) for using certain parametric and nonparametric tests, especially in the case of small samples. It is highly desirable to produce evaluation and comparison of the survival using Kaplan–Meier actuarial analysis method. Multivariate analysis should be presented with a clear indication of the criteria for the selected parameters to be tested in the model.

The terms «reliable», «meaningful» and «significant» should be reserved for findings that are statistically significant at the 5% level. It should be stated whether P-values are resulted from one- or two-sided tests. The journal encourages the reporting of 95% confidence intervals rather than simple P-values whenever relevant. The title of statistical software used and its version number should be stated.

4.9. Tables. The table number must be placed at the top right of the page (if tables are more than one), the Table name is given below. Acronyms in the tables are not allowed. Tables can be given in the main text, without placing them on the separate pages.

5. References are submitted after the main text

Original articles may quote up to 20 sources from the literature, review articles — up to 80, lectures and other materials — up to 15, with no less than 50 % that are published over the past 5 years.

The examples of the bibliographic description of the references to the literature according to «Bibliographic description of the document» standard is presented below. Reference lists are only made in alphabetical order: cited papers in Ukrainian and Russian (Cyrillic) must be listed first, papers in other languages Latin) — after.

References to unpublished works are not permitted.

EXAMPLES OF BIBLIOGRAPHIC DESCRIPTIONS ACCORDING TO STATE STANDARD (SS)

7.1–2003 (State standard of Ukraine SS 7.1: 2006) «Bibliographic record. Bibliographic description. General requirements and preparation rules»

I. Book publishing

Book by one author:

Semenov V. V. Philosophy: study guide / V. V. Semenov. — M. : Thought, 2012. — 245 p.

Book by two authors:

Pytel Y. A. Errors and complications in the X-ray examination of the kidneys and urinary tract / Y. A. Pytel, I. I. Zolotarev. — M. : Medicine, 1987. — 256 p.

Book by three authors :

Kravtsova G. I. Congenital renal dysplasia: pathology, clinical features, diagnosis, treatment / G. I. Kravtsova, N. E. Savchenko, S. O. Plisan. — Minsk: Belarus, 1982. — 223 p.

The book is titled (if more than 4 authors, or if in the statement of responsibility compilers are specified, or published under the editorship):

Radionuclide diagnostics for practitioners / edited by Y. B. Lishmanova, V. I. Chernoff. — Tomsk : STT, 2004. — 394 p.

Manuscript

Petrov P. P. Solar mass stars activity : Man. Author. ... Doctor of physical and mathematical sciences : 01.03.02 / P. P. Petrov. — Kyiv, 2005. — 276 p.

II. Part of the document

Article from the book:

Mikhaylov S. A. Radioactive assessment of kidney viability / S. A. Mikhaylov // Modern technologies in diagnostics and therapy of kidney cancer. — M. : Medicine, 2013. — P. 21–57.

Journal article (one author):

Lapshin V. V. Approaches to diagnostics and surgical treatment of the most common congenital abnormalities of the kidneys and urinary tract in children / V. V. Lapshin // Medical Practice. — 2001. — N 6. — P. 45–50.

Journal article (two authors):

Kundin V. Y. Dynamic and static scintigraphy of kidney with ^{99m}Tc-DMSA in children : Interpretation of the basic parameters and research protocols / V. Y. Kundin, M. O. Nikolov // UJR. — 2008. — T. XVI, Vol. 2 — P. 146–152.

Journal article described under the title:

Modern technologies in diagnostics and treatment of kidney cancer / Y. G. Alyaev, A. Z. Vinarov, A. A. Kravivin, N. Z. Gafarov // Oncourology. — 2005. — N 2. — P. 3–7.

Conference materials:

Using sighting fine-needle aspiration biopsy in the diagnosis of thyroid cancer / E. S. Levina, G. A. Levin, S. S. Andreev et al. // Thyroid Cancer. Modern principles of diagnostics and treatment : Intern. scientific. forum materials, St. Petersburg, 12–13 June 2009. — St. Petersburg, 2009. — P. 28–30.

III. Digital resources

Kundin V. Y. The main parameters of scintigraphic evaluation of structural and functional state of the kidneys / V. Y. Kundin. — <http://radiolog.kiev.ua/nauchnyetrudy>.

Reduction in the bibliographic description should be performed according to:

- State Standard of Ukraine 3582–2013. Information and documentation. Bibliographic description. Ukrainian words and phrases reduction. General rules and requirements.

- State standart 7.12–93. System of standards on information, librarianship and publishing. Bibliographic record. Reduction of the words in Russian. General requirements and rules.

- State Standard of Ukraine 7093:2009. Words and phrases reduction, submitted in foreign languages.

6. **Illustration materials** (photographs, figures, diagrams, graphs, etc.) are submitted as separate files and are numbered in order of their referencing in the text. Photos, echogram, X-ray, etc. should be a digital copy with a resolution of at least 300 dpi and saved as TIFF or JPEG. Photos must be at least 3×4 cm with labeled «top» and «bottom». Figures and photographs are submitted on a separate sheet. Each figure should have a title and a transcript of all the abbreviations. Signature to the graphs should contain designations and units of measurements for X and Y axis, as well as explanation for each experimental curve or sets of experimental points or other marks representing the data. Designations to microphotographs should indicate staining method and a magnification.

7. For the reviewer

Structure of the review

1. Overall assessment.
2. Individual comments.
3. If it suits for the journal profile.
4. For experimental works: Please, pay attention to the methods of animals' euthanasia.

8. **Cover letter** should contain detailed information about each author required for log processing in the Russian Science Citation Index: Full Name in Russian and in Latin transliteration, scientific degree, title, place of employment, position, contact details, phone number and e-mail address (authors' contact e-mail can be one for all authors).

Example:

Peter S. Ivanov (Ivanov P.S.) — Candidate biol. Sciences, Senior Researcher, Head of the Department of State Organization «Institute... of the Ministry of Health of Ukraine», e-mail: _____

9. Conflict of interests

A conflict of interest arises when the professional judgment, which relates to a primary interest (such as the patient's condition or the validity of research) may be influenced by a secondary interest (such as financial gain or personal competition). This may affect the interpretation of the study results. Examples of potential conflicts of interest include employment, consultation, co-ownership, royalties, expert testimony, potential registration, grants, etc.

Please list any conflicts of interest. If there no potential conflict of interest, the statement must be provided «The authors declare no potential conflict of interest related to this article».

You also need to declare (describe) any involvement of sponsors in the description of the research: data collection, analysis and interpretation of data; preparation of the manuscript; the decision to submit the manuscript for publication. If there is no sponsorship, it must also be specified.

According to the requirements of the international system of citation, the bibliography lists are included in the English version of the article unit and, thus must be given not only in the original language, but also in Latin. Therefore authors should provide a list of references in two versions: one in the original language (Ukrainian and Russian sources are in Cyrillic, English sources — In Latin), and a separate list of the same references in the Latin transliteration for the international databases, repeating all literature sources, regardless if there are foreign sources.

References to the Russian-language sources contain transliterated names of authors, title of the journal, books and publisher. The titles of articles and books are also translated (thus these titles are transliterated and translated) stating after the output data, which is given in digital format, the language source (in Russian). The name of the source (journal, book) has to be highlighted by italic.

References in Latin can be prepared using the transliteration system freely accessible in the Internet (<http://www.translit.ru>) and Google translator. Manual transliteration is not allowed in order to avoid errors.

Since the various options of transliteration of names, while preparing article quotes published in publisher «Medicine» journals, it is recommended to use the data from sites or www.medlit.ru www.elibrary.ru.

Technology for preparing links with the use of an automatic transliteration and translation

The site <http://www.translit.ru> must be used for the transliteration of the Russian text into Latin.

1. Enter the program Translit.ru. In the window «Options» choose the transliteration system BGN (Board of Geographic Names). Then put in the entire text of the bibliography in the special field.

2. Copy the transliterated text to the preparing list of the References.

3. Translate the title of the article and the book name into English using Google Translator and move it in the forthcoming list. Translation, of course, requires editing.

4. Merge descriptions of transliterated and translated text, making it in accordance with the regulations. Thus it is necessary to indicate the place of publication (e.g., Moscow or St.Petersburg) and probably make minor technical adjustments.

5. At the end of the reference words (in Russian) must be placed in parentheses. Now the link is ready.

Manuscript's author is responsible for the accuracy of bibliographic data.

Papers, which do not meet these requirements, will not be considered. The rejected manuscripts are not returned to the authors.

All manuscripts sent to the journal are subjected to a peer review and editing in accordance with the terms of publication in the journal. The editors keeps the right to change the format of the article.

Author's copies are not provided.

Materials for publication should be sent to the editorial office.

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