
GUIDE FOR AUTHORS

1. Aims and scope

Romanian Journal of Morphology and Embryology publishes studies on all aspects of normal morphology and human comparative and experimental pathology. The journal accepts only researches that utilize modern investigation methods (studies of anatomy, pathology, cytopathology, immunohistochemistry, histochemistry, immunology, morphometry, molecular and cellular biology, electronic microscopy, etc.), and provides a medium for publication of the following articles:

- *Reviews* – specially commissioned by the EDITOR, may embrace the results of various workers/practitioners in a given area or may feature recent developments from the author's own laboratory (clinic).
- *Original Papers* – definitive reports on a full study, describing original research of high scientific level and timeliness.
- *Case Reports* – shorter pieces of work and report-limited studies of the same level as described in original papers.
- *In Memoriam, Conference Announcements and Book Reviews* – these sections appear in the journal from time to time.

To insure a timely publication process, authors are requested to read the following instructions carefully and to prepare their manuscript accordingly. If possible, consult a recent issue of the journal to become familiar with layout and conventions.

2. Manuscript submission

Authors are invited to submit manuscripts (**original and two copies**) to the EDITOR, at the following address:

Romanian Society of Morphology
Research Center for Microscopic Morphology and Immunology
University of Medicine and Pharmacy of Craiova
2–4 Petru Rareș Street, 200349 Craiova, Romania

E-mail submission is also accepted (mogoanta@umfcv.ro, rjmorphembryol@yahoo.com).

All manuscripts submitted are subject to peer review. The minimum requirements for a manuscript to qualify for peer review are to be prepared by strictly following the format and style of the journal as mentioned, to be written in good English and to be complete. Manuscript originality and quality are determined by at least by two independent reviewers, which maintain the option of requesting that the authors to modify their texts. **Manuscripts that have not fulfilled these requirements will be returned to the author(s).**

2. 1. General procedures

Papers will be published in English. Authors must include the following contact details on the title page of their submitted manuscripts: full postal address, phone/fax numbers, and e-mail.

2. 2. Electronic format requirements

After their article has been accepted for publication, authors are requested to submit an electronic version of the text with the final hardcopy of the manuscript. The electronic version must match the hardcopy exactly. No changes to the accepted version are permissible without the explicit approval of the EDITOR. It is important that the file be saved in the native format of the Word processor used. Electronic files can be stored on CD or DVD. Label storage media with your name, files title, and software used.

The preferred software is MS Word (Times New Roman 10 pts., paragraph indent 0.5 cm) for text, Adobe Photoshop or Corel for figures or schemes, and MS Excel for charts. Keep image files (*.TIF) separate from text.

3. Manuscript format

Manuscripts should be neatly typed, double-spaced throughout, on pages of uniform size with at least 2.5 centimeters margins on all sides. Manuscript length normally occupies no more than 20 double-spaced pages, with maximum five tables and eight figures.

The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. Do not break and hyphenate words. Use the word processor's options only to justify or center text, bold face, italics, underline, subscripts, and superscripts.

Do not embed "graphically designed" equations or tables, but prepare these using the Word processor's facility. Do not import the figures or tables into the text file but, instead, indicate their approximate locations directly in the electronic text and on the manuscript.

Footnotes in text are not permitted. Italics are used for expressions of Latin origin, for example, *in vivo*, *in vitro*, *et al.* Use decimal points (not commas); use a space for thousands (10 000 and above). Abbreviations (except standard units of measurements) should be identified on first use.

To avoid unnecessary errors you are strongly advised to use the "spell checker" function of your Word processor.

Pages should be numbered consecutively and organized as follows: **Title, Abstract and Keywords, Main text, Acknowledgements, References, Tables, Figures, Graphics and Schemes** (with captions).

3. 1. Title

The title page should include: (1) – title of the article, short and descriptive; (2) – first name and last name of each author; (3) – position title and academic degree of each author; (4) – names of departments and institutions with which authors are associated; (5) – postal address, phone/fax numbers, and e-mail of the corresponding author.

Ensure that phone and fax numbers (with country and area code) are provided in addition to the e-mail and the complete postal address.

3. 2. Abstract and Keywords

A concise abstract of no more 250 words is required. The abstract should state briefly the purpose of the research, the main results and major conclusions. An abstract is often presented separate from the article, so it must be able to stand-alone.

Immediately after the abstract, provide a maximum of 3–6 keywords, preferably taken from *Index Medicus* or *Excerpta Medica Index*.

3. 3. Main text

The manuscript should be written clearly and concisely. The author is responsible for providing the correct nomenclature, which must be consistent and unambiguous. The text should be arranged in the following order: **Introduction, Material and Methods, Results, Discussion, and Conclusions**.

Each section should be clearly marked with a separate, numbered heading and may be numbered down to the third order. The introduction should be a brief overview of the topic. The body of the text should describe the topic in an orderly manner, using subheadings to divide the various sections. A few summary paragraphs should conclude the paper.

3. 4. Acknowledgements

Place acknowledgements, including information on grants received, before the references, in a separate section, and *not* as a footnote on the title page.

3. 5. References

Responsibility for the accuracy of bibliographic citations lies entirely with the authors. Please ensure that every reference cited in the text is also present in the reference list (and *vice versa*). Any references cited in the abstract must be given in full.

Unpublished results and personal communications should not be in the reference list, but may be mentioned in the text. Citation of a reference as "*in press*" implies that the item has been accepted for publication.

References (indicated by numbers in square brackets) should be cited in consecutive order of their appearance in the text. The complete references must be reproduced at the end of the manuscript.

List names of all the authors. References should be typed in the following style:

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[1] BLACKBURN C. C., MANLEY N. R., *Developing a new paradigm for thymus organogenesis*, *Nat Rev Immunol*, 2004, 4(4):278–289.

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[2] ROSAI J., *Histological typing of tumors of the thymus*, World Health Organization, Springer Verlag, Berlin, 1999, 57–120.

- [3] CORNWELL D. G., GEER J. C., PANGANAMALA R. V., Development of atheroma and the lipid composition of the deposit. In: MASORO E. J. (ed), *Pharmacology of lipid transport and atheromatous processes*, Pergamon Press, Oxford, 1975, 445–836.

3. 6. Tables, Figures and Schemes

Tables, Figures and Schemes are to be typed, in this order, on separate pages at the end of the manuscript. Ensure that each illustration or table has a caption attached, which should comprise a brief title and a description. Keep text in the illustrations themselves to a minimum, but explain all symbols and abbreviations used.

Tables should be on separate sheets, one table per sheet, and should bear a short descriptive title. Number tables consecutively, in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules and shading. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

Figures and Schemes should be cited and consecutively numbered with Arabic numerals, according to their order of appearance in the main text. Mark the appropriate position of a figure/scheme in the text.

Figures should be professionally drawn and photographed, of high quality, ready for direct reproduction, any more than 5×7 centimeters overall size; not all markings within the figure should be of sufficient size to be visible when the figure is reduced to column width.

For color or grayscale images use only TIF formats, with a minimum 300 dpi resolution. Photocopies are unacceptable as they give unsatisfactory results after final printing.

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