

## **PUBLICATION GUIDELINES FOR THE ARTICLES SUBMITTED TO THE COLOPROCTOLOGY MAGAZINE**

The Coloproctology magazine publishes reviews, lectures, original articles, short messages as well as practical notes on the subject of general and clinical coloproctology. Materials should be addressed to [proctologia@mail.ru](mailto:proctologia@mail.ru) or sent by mail to 2, Salyam Adil Street, The Russian State Research Center on Coloproctology, the Coloproctology magazine, 123423.

1. An article should be accompanied by the official endorsement of an establishment where the work was carried out and be signed by the scientific advisor (if sent by email, the documents should be sent in the scanned form) Articles should be accompanied with copies of a priority statement or an invention patent if these documents are mentioned in the article itself or its review.
2. The authors should present 2 printouts of an article and 2 printouts of its accompanying illustrations as well as an electronic version of an article on a CD-R disk in the RTF or MS Word format as well as illustrations as JPEG or TIFF files. The line spacing is 1,5 lines. The article should be printed left-justified using Times New Roman 12 font on one side of a page with all page margins being 2 cm and without any indents at paragraph starts. The articles can't exceed 8 pages (12 pages with publication references) and have more than 6 illustrations.
3. The first page of an article must contain: the title of the article, a list of its authors and their initials (without listing their positions and scientific ranks) as well as the data on the establishment they are working at with the name and initials of its director and its location.

### *EXAMPLE*

#### *PRIMARY COLONO-GASTRIC FISTULA (clinical case)*

*Skrzydlevskiy S. N., Veselov V.V., Arkhipova O.V., Aleshin D.V., Maynovskaya O. A., Polyakova N.A.  
State Scientific Centre of Coloproctologia, Moscow, Russia*

4. The article should be signed by all its authors. The authors are responsible for the correctness of the information. The article should contain the correspondence data of the author the publishers should communicate with listing his or her full name, middle name and family name as well as the address, the ZIP code and the phone number.

### *EXAMPLE*

*Correspondence address: Khachaturova Elmira Aleksandrovna, The State Research Center on Coloproctology, 2, Salyam Adil Street, The Russian State Research Center on Coloproctology, 123423, phone: 8-(499)199-00-68, e-mail: [proctologia@mail.ru](mailto:proctologia@mail.ru)*

5. Original articles should be accompanied by an abstract not exceeding ½ of a page that summarizes its content as well as the translation of the abstract in English. The abstract should be printed on a separate page naming the title of the article as well as names and initials of the authors

THE STRUCTURE OF THE ABSTRACT IS ANALOGOUS TO THE STRUCTURE OF THE ARTICLE

- Research goals
- Materials and methods used
- Research results
- Conclusion
- Key words (in square brackets)

6. The article must be carefully edited and verified by its author(s). The presentation style must be concise without lengthy introductions and repetitions.

- Introduction containing the historical review of the issue and research goals
- Materials and methods used
- Research results
- Discussion of results
- Conclusion
- References to other publications



All quotations in the article should be verified by its author(s) and signed in the margins. A reference in square brackets should list the source, its full title, the year of publication and pages

EXAMPLE

Article

1. *Losa, F. Cytoreductive surgery and intraperitoneal chemotherapy for treatment of peritoneal carcinomatosis from colorectal origin. / F.Losa, P.Barrios, R.Salazar et al.// Clin.Transl.Onco. – 2014. - 1. – 16(2). – p.128-140.*

Book

1. *Prokhorov, A.A. The study of clinical processes. / A.A.Prokhorov – Moscow: Nauka Publishers, 1997. – p.43-45.*

Thesis

1. *Ivanov, A.A. The forecast methods. The Candidate dissertation / A.A.Ivanov. – Moscow, 2002. – p.212.*

All measurements in the articles should be quoted using the standard metric system.

7. All tables should be easy to understand, have headings, and their column and line headings should correspond to the contents. All absolute numbers and percentages that are tabulated should be verified by the author(s). The text of an article should contain the reference to the position of a table and its number.

EXAMPLE

(Table 1)

Any repetitions of the data in the text and in the table should be avoided.

8. All illustrations should be made on separate pages and sent over as graphic files in JPEG or TIFF formats. The positions and the number of all illustrations should be given in the text

EXAMPLE

(Figure 1)

*X-ray photos should be accompanied by charts. The chart descriptions should contain the explanations for all curves, letters and digits used. The descriptions of microphotos should list the coloring methods used.*

EXAMPLE

*x400, hematoxylin-eosine*

Photos should be in good contrast. Pictures and graphs should be drawn in concise lines. Graphs and schemes shouldn't be overloaded with textual data.

9. The publications reference list should include only the publications that are referred to in the text in square brackets.

EXAMPLE

[1,2]

The references should be given at the end of the article with every publication being listed on a new line with its own reference number. The list should contain in the alphabetical order all authors referred to in the text with Russian authors being listed first and foreign ones – second. The layout of the Russian-language entries should correspond to GOST – 7.1-84 with the number of quoted authors being reduced to three.

EXAMPLE

Article

Article

2. *Losa, F. Cytoreductive surgery and intraperitoneal chemotherapy for treatment of peritoneal carcinomatosis from colorectal origin. / F.Losa, P.Barrios, R.Salazar et al.// Clin.Transl.Onco. – 2014. - 1. – 16(2). – p.128-140.*

Book

2. *Prokhorov, A.A. The study of clinical processes. / A.A.Prokhorov – Moscow: Nauka Publishers, 1997. – p.43-45.*

Thesis

2. *Ivanov, A.A. The forecast methods. The Candidate dissertation / A.A.Ivanov. – Moscow, 2002. – p.212.*

The names of foreign authors are quoted in the original spelling with the number of quoted authors being reduced to three and the remaining authors being referred to as al.

The publications from foreign magazines and books are published using the layout rules of Index Medicus (Medline, PubMed <http://www.ncbi.nlm.nih.gov/sites/entrez>).

#### EXAMPLE

1. Simillis, C. *A meta-analysis comparing incidence of recurrence and indication for reoperation after surgery for perforating versus nonperforating Crohn's disease.* / C.Simillis, T.Yamamoto, G.E.Reese et al. // *Am. J. Gastroenterol.* - 2008. - 103(1). - p.196-205.

2.Sorrentino, D. *Infliximab with low-dose methotrexate for prevention of postsurgical recurrence of ileocolonic Crohn disease.* / D.Sorrentino, G.Terrosu, C.Avellini et al. // *Arch. Intern. Med.* - 2007. - 167(16). - p.1804-1807.

The lists of publications can't include unpublished works and references to textbooks.

The author(s) are responsible for the correctness of the entries in the lists of publications.

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11. The Editorial Board retains the right to reject the articles that were published earlier or are mass-distributed for publication to various magazines.

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The notes of the reviewers are sent to the author(s) before the publication decision is taken.

The publication(rejection) decision of the Editorial Board is taken only after the receipt of all reviews and responses of the author.

In some cases the publishers may send the article for another review of its statistics and methods used.

The Editorial Board retains the right to change the title and the text of articles without changing their basic contents.

13. The incorrectly formatted articles aren't eligible for the publication. The articles sent to the magazine aren't returned to the authors by the Editorial Board.

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