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INSTRUCTIONS FOR AUTHORS

Laboratorijska medicina is the scientific and professional journal of the Slovenian Association for Clinical Chemistry and Laboratory Medicine (SZK KLM), which publishes manuscripts from the broad field of laboratory medicine (clinical biochemistry, genetics, pathology, cytology, microbiology, hematology, transfusion medicine, personalized medicine, and quality and accreditation of medical laboratories). The aim of the journal is to familiarize the professional public with new findings and guidelines from the field. For this purpose, we publish reviews, original scientific and professional articles, current news, interesting facts, and reports from the field of laboratory medicine.

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1. General instructions for authors

- The editors will only consider work that has not yet been published and is not in the process of publication elsewhere. If work (e.g., figures or tables) that has already been published is used in the manuscript, permission from the original authors and journal is required for reproduction.
- Manuscripts must be written in good Slovenian or English (both American and British English is accepted, but not a mixture of these). Only SI units may be used.
- **The manuscript must be prepared according to the Instructions for authors and submitted in electronic form (Word document) as an attachment by e-mail to the e-mail address laboratorijska.medicina@szkklm.si.** The file should be labeled with the surname of the corresponding author and the title of the manuscript. Acceptance and publication of the manuscript is free of charge.
- Manuscripts will undergo a peer review process during which they will be reviewed and evaluated by two independent reviewers and a Slovenian or English language editor. During the editorial process, confidentiality of manuscript content is guaranteed.

- All articles that include research involving human subjects must state that the research was conducted in accordance with the principles of the Declaration of Helsinki-Tokyo and that the subjects agreed to participate in the research and signed a written informed consent. Details that could reveal the identity of the subjects must be omitted. The approval number for the study under which the Medical Ethics Committee has reviewed the ethics proposal must be provided.
- Authors are required to inform the editors of any conflicts of interest (e.g., financial, commercial, or professional) that could affect the objectivity and credibility of the article.

2. Article types

Editorials

These are written by an editor or invited distinguished expert and do not contain an abstract, keywords, or subsections.

Original scientific articles

First publications of original research data that have not been previously published. These articles should be organized as follows: Abstract, Introduction, Materials and methods, Results, Discussion, Conclusion, and References. They should contain up to 3000 words, 5 graphical elements, and 30 references.

Reviews

Surveys of recent work in a particular field that summarize, evaluate, or synthesize previously published information. These articles should be organized as follows: Abstract, Introduction, Main text, Conclusion, and References. They should contain up to 5000 words, 7 graphical elements, and 50 references.

Short reports

Concise communications that highlight an interesting clinical case/situation, important treatment options, or hot topics in the field of laboratory medicine. These articles should be organized as follows: Abstract, Introduction, Presentation of the case(s), Discussion, Conclusion, and References. They should contain up to 2000 words, 3 graphical elements, and 20 references.

Professional articles

Present what is already known, with an emphasis on the applicability of the results of the original research and the dissemination of knowledge. These articles should be organized as follows: Abstract, Introduction, Main text, Conclusion and References. They should contain up to 3000 words, 5 graphic elements, and 30 references.

3. Formatting

The manuscript should be in A4 format with 2.5 cm margins and 1.5 line spacing. Text should be justified and written in 12-point Times New Roman.

The cover letter should contain:

- the title of the manuscript in Slovenian and English,
- e-mail address of the corresponding author,
- a statement that the manuscript has not yet been published or submitted to another journal for publication,
- a statement that all authors agree with the content of the manuscript,
- may include the proposal of two independent reviewers (first name and last name, e-mail address).

Title page:

- the title of the manuscript
- the full names of the authors and their affiliations (please indicate the name of the institution as follows: Institution, Laboratory/Institute/Department; without the address),
- the name of the corresponding author with all academic and professional titles, the full address of their affiliation (institution, laboratory/institute/department, address, and postal code), and a contact e-mail address.

Abstract:

- should not exceed 200 words.

Keywords:

- up to six are allowed.

Text structure:

- chapter/sub-chapter headings should be written in bold,
- chapter headings should be written in capital letters, and sub-chapter headings should be written in lower case,
- the structure should be consistent with the article type (see section 2).

Figures and tables:

- Should be original.
- All Figures Tables should be inserted into the main text close to their first citation and must be numbered following their number of appearance (Figure 1, Table 1, etc.).
- All Figures and Tables should have a short explanatory title and caption.

- Figures should be submitted in separate files (in TIFF or JPEG format with a resolution of at least 300 dpi) and labelled with the last name of the corresponding author.
- Tables should be created in the Word document and placed at the end of the manuscript.
- If you include already published figures or other elements, please obtain the necessary permission from the copyright holder to publish in *Laboratorijska medicina*.

Abbreviations:

- No abbreviations are allowed in the manuscript title, (sub)chapter titles, or abstract.
- Most abbreviated phrases should be written in full the first time they appear in the text, and the abbreviation should be provided in parenthesis. Henceforth, only the abbreviation should be used.
- Internationally valid unit designations and generally recognized abbreviations do not need to be defined.

References:

- Each statement regarding previously obtained knowledge must be supported by a reference.
- The Vancouver reference style should be used, and further details can be found in the "Quick reference guide: Vancouver Citing & Referencing style" (<http://guides.lib.monash.edu/citing-referencing/vancouver>).
- References should be labelled with consecutive numbers (in parentheses) as they appear in the text.
- The reference list should be placed at the end of the manuscript.
- If there are more than six authors, only the first six should be listed, followed by et al.

Examples of citing a journal article (1), book chapter (2), book (3), and website (4):

1. Richards S, Aziz N, Bale S, Bick D, Das S, Gastier-Foster J, et al. Standards and guidelines for the interpretation of sequence variants: A joint consensus recommendation of the American College of Medical Genetics and Genomics and the Association for Molecular Pathology. *Genet Med*. 2015;17(5):405–24.
2. Lieberman M, Marks A, Peet A. Fate of Amino Acid Nitrogen: Urea Cycle. In: Lieberman M, editor. *Basic medical biochemistry*. 4th ed. Lippincott Williams & Wilkins; 2013. p. 707–23.
3. Lieberman M, Marks A, Peet A. *Basic medical biochemistry*. 4th ed. Lippincott Williams & Wilkins; 2013.
4. Deafness Variation Database [Internet]. [Accessed on November 28, 2023]. Available from: <http://deafnessvariationdatabase.org/>

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