
GUIDELINES FOR AUTHORS

CATEGORIES OF MANUSCRIPTS

The following types of articles are accepted for publication in *Romanian Archives of Microbiology and Immunology*:

Reports of original research (up to 6,000 words; maximum number of references 70)

Reviews (comprehensive, balanced positive and negative studies) are appraisals of research in a field of current interest (up to 6,500 words; maximum number of references 75)

Case reports with discussions and comments (up to 4,000 words; maximum number of references 30)

Short Communications are brief, definitive reports of highly significant and up-to-date findings in the field (up to 3,500 words; maximum number of references 25)

Editorials are short, invited opinion pieces that discuss an issue of immediate importance to the translational research community. Editorials should have fewer than 1000 words, no abstract, a minimal number of references (definitely no more than 5), and no figures or tables (although they may have a photograph of the author as an illustration).

Letters to the editor A letter to the editor provides a means of communication between the author of an article and the reader of a journal, allowing continued dialogue based on the journal content to take place. Although not original research per se, a letter may provide new insight, make corrections, offer alternative theories, or request clarification about content printed in the journal. By providing additional information, the evidence may be strengthened.

Manuscripts submitted for evaluation in view of publication in *Romanian Archives of Microbiology and Immunology* should be written in English, with the Abstract (maximum 250 words) in both English and Romanian.

Abstracts of the articles submitted by foreign authors will be translated into Romanian by the Editorial Team of *Romanian Archives of Microbiology and Immunology*.

GUIDELINES FOR PREPARATION AND SUBMISSION OF MANUSCRIPTS

Manuscripts should be written in English and prepared in conformity to the Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals, published by the International Committee of Medical Journal Editors (ICMJE) (www.icmje.org).

Manuscripts and all attached files (tables and illustrations) should be submitted in electronic

form to the Editorial Office, e-mail address: archives@cantacuzino.ro, revistarami@gmail.com. The preferred software is Microsoft Word.

Manuscripts should be typewritten on A4 format (210x297 mm), with double spacing, margins of 25 mm, consecutively numbered. Times New Roman font, 12-point size is required.

In order to speed up the process of review, manuscripts should be prepared very carefully.

Manuscripts should include a Conflict-of-Interests Disclosure Statement (before References), a Financial Support Statement, a statement of human and animal rights in research involving live subjects and be accompanied by a Cover Letter.

COVER LETTER

The authors are fully and solely responsible for the contents of their manuscripts.

Authors are expected to present their results clearly, honestly and without fabrication, falsification or inappropriate data manipulation.

Each manuscript submitted to the *Romanian Archives of Microbiology and Immunology* should be accompanied by a Cover letter (signed by the first author/corresponding author on behalf of all authors) including an explicit statement that:

- The manuscript has not been published previously, and has not been submitted simultaneously for publication elsewhere.
- The manuscript, as submitted, has been reviewed and approved by all named authors and that all authors concur with the submission and are responsible for its content.
- The corresponding author is empowered by all of the authors to act on their behalf with respect to the submission of the manuscript.

ETHICAL CONSIDERATIONS

A paper describing any experimental work with humans should include a statement that the Ethics Committee of the institution in which the work was done has approved it, and that the subjects gave informed consent to the work.

Experiments with animals should be done in accordance with the legal requirements of the relevant local or national authority.

Procedures should be such that animals used in experiments do not suffer unnecessarily. Papers should include details of the procedures and anaesthetics used.

The Editors will not accept papers where the ethical aspects are, in their opinion, open to doubt.

PREPARATION OF MANUSCRIPTS

Manuscripts should be divided into the following sections and order: Title page, Abstract and keywords, Introduction, Materials and Methods, Results, Discussion, Conclusions, Acknowledgements, References, Tables, Figure Legends and Figures.

1. Title page contains:

- Article title. The article title should include a synthetic description of the complete article (80-100 characters, including spaces)
- Author information (full name of the authors and their affiliation - name of the department(s) and institution(s) or organization(s) where the work should be attributed)
- The author responsible for correspondence will be marked by an asterisk, and his telephone number and e-mail address will be indicated
- Authors should also provide here a short title of the article
- Disclaimers – e.g. an author's statement that the views expressed in the submitted article are his or her own and not an official position of the institution or funder
- Sources of support – grants, equipment, drugs and/or other support that helped authors conduct the work described in the article
- Word count. A word count for the text of the manuscript, excluding its Abstract, Acknowledgements, tables, figure legends and references should be provided by the authors for the editors and reviewers to assess whether the submitted manuscript fits within the journal's formats and word limits. A word count will be separately provided for the Abstract.

2. Abstract should not exceed 250 words and should reflect the content of the study. For original research studies, systematic reviews articles and clinical practice guidelines structured abstracts are required (Introduction, Objectives, Methods, Results, Conclusion).

A list of 3-5 keywords should be added below the Abstract.

The abstract and key words in Romanian should accompany and reflect the same information as in English, unless the article is submitted by foreign authors, in which case they will be translated into Romanian by the Editorial Team of *Romanian Archives of Microbiology and Immunology*.

3. Introduction containing a description of the problem under investigation and a brief survey of the existing literature on the subject.

4. Materials and Methods provide sufficient detail to allow the work to be reproduced.

The authors should clearly indicate in this section how and why a study was conducted in a particular way.

The same product names should be used throughout the text with the manufacturer's name written in parentheses (at the first use).

5. Results should be clear and concise and be presented in a logical sequence in the text.

6. Discussion section should start by briefly summarizing the main findings.

It should enrich and not repeat previous sections (3 or 5).

7. Conclusions. In this section, the author(s) can summarize the paper's findings and generalize their importance. It is also where the writer can raise questions, discuss ambiguous data, and recommend places for further research. Conclusions often occur in a section titled "Discussion." This writing is an extension of a conversation(s) with colleagues.

<https://writingcenter.gmu.edu/guides/introductions-and-conclusions-for-scientific-papers>

8. Acknowledgements (if applicable) of technical help and of financial material support.

9. References should be recent, with 70% of the titles dating from the past 5 years. They should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in square brackets (e.g. [1], [2-6], etc.). Authors are responsible for the accuracy and completeness of all references.

For the style and format of the References, authors should follow the standards promoted by the NLM's International Committee of Medical Journal Editors ICMJE (www.nlm.nih.gov/bsd/uniform_requirements.html)

Journals:

Hallal AH, Amortegui JD, Jeroukhimov IM, Casillas J, Schulman CI, Manning RJ, et al. Magnetic resonance cholangiopancreatography accurately detects common bile duct stones in resolving gallstone pancreatitis. *J Am Coll Surg.* 2005;200(6):869-75.

Books:

Carlson BM. Human embryology and developmental biology. 4th ed. St. Louis: Mosby; 2009. 541 p.

Book chapters:

Blaxter PS, Farnsworth TP. Social health and class inequalities. In: Carter C, Peel JR, editors. Equalities and inequalities in health. 2nd ed. London: Academic Press; 1976. p. 165-78.

Web pages:

Diabetes Australia. Diabetes globally [Internet]. Canberra ACT: Diabetes Australia; 2012 [updated

2012 June 15; cited 2012 Nov 5]. Available from: <http://www.diabetesaustralia.com.au/en/Understanding-Diabetes/DiabetesGlobally/>

10. Tables with suitable captions at the top and numbered with Arabic numerals should be collected at the end of the text on separate sheets (one page per Table). Each column should be given a short or an abbreviated heading. Footnotes to tables should be marked with a) b) c) etc and *, **, *** should be reserved for p values. Each table must be understood independently of the text. All tables must be cited in the text.

11. Figures (illustrations) Figures should be submitted on separate pages at the end of the article (new page for each complete figure). They should be numbered in the order of their appearance with Arabic numerals. Figures should be submitted as TIFF files at a proper resolution as follows: Graphs at 800-1200 dpi; Photos at 400-800 DPI; Color 300-400 DPI. Text in figures should be 8-10 point in size. Each figure must have a separate legend. The legends should not appear under the figures, but be gathered in a separate section (Figure legends). Color figures can only be printed if the author is prepared to pay the cost incurred.

12. Figure legends should be supplied at the end of the manuscript, double spaced, with relevant figure numbers, labeling symbol and explanation.

Units of measurement, Symbols and abbreviations

Symbols for physical units should be those of the *Système Internationale (SI) Units*.

Alternative or non-SI units may be used, but these must be defined at their first occurrence in the text.

Nomenclature of Microorganisms

Binary names, consisting of a generic name and a specific epithet (e.g., *Escherichia coli*), must be used for all microorganisms.

Genetic Nomenclature

To facilitate accurate communication, it is important that standard genetic nomenclature be used whenever possible and that deviations or proposals for new naming systems be endorsed by an appropriate authoritative body.

Peer-Review

Submitted manuscripts judged by the Editor-in-Chief to be of potential interest to the biomedical scientific community are sent for formal review and critical assessment to expert reviewers (at least two/manuscript).

Reviewer selection is of utmost importance and the Editor-in-Chief bases his choice on such factors as expertise, scientific reputation, specific

recommendations etc. The work, effort and time spent by the reviewers on evaluating articles submitted for publication in *Romanian Archives of Microbiology and Immunology* are gratefully acknowledged and highly appreciated.

To the extent to which manuscripts are authors' private property and authors may be harmed by premature disclosure of any or all of a manuscript's details, reviewers should keep manuscripts and the information therein strictly confidential. Also, reviewers should declare their conflicts of interest and recuse themselves from the peer-review process if a conflict exists.

In a critical yet constructive manner, reviewers are expected to evaluate submitted manuscripts and comment on such aspects as:

- relevance of the manuscript to the journal
- novelty and originality
- clarity
- technical quality
- importance of the subject matter related to state-of-the-art in the respective field
- satisfactory presentation of data and conclusions that are clearly supported and derived from presented data

When reviewers accept to assess a paper, we understand that they implicitly agree to review all subsequent revisions, in case these are necessary.

After reading the manuscripts, the reviewers may make the following recommendations to the editor:

- accept the manuscript, with or without minor/major revision
- reject the manuscript, but indicate to the authors that further work might improve the paper and justify resubmission
- reject the manuscript outright on lack of novelty of the information included in the paper, outdated references, major technical/interpretational problems etc.

The reviewers are kindly expected to write some comments about the manuscript in support of their recommendations, besides filling out the peer-review form.

In case one reviewer opposes publication and the other/others does/do not, the Editor-in-Chief may bring in additional reviewers to resolve the dispute.

The Editorial Team informs the corresponding author of the manuscript within 90 week days after submission that the paper is accepted for publication in the journal, needs minor/major revision or is rejected. Revised manuscripts should be resubmitted as soon as possible but not later than 14 week days.

Manuscripts revised by the authors according to reviewers' observations and recommendations are revised by the reviewers/Editor-in-Chief.