

Instructions for the authors

The journal *Acta chirurgiae plasticae* is an international journal of plastic surgery. It is published in English with Czech/ Slovak structured summaries four times a year. There are articles dealing with problems of plastic, reconstructive and aesthetic surgery, craniofacial surgery, hand surgery, microsurgery, burns and allied and cooperating fields of medicine. The journal accepts the following types of papers for publication: original scientific articles including experimental studies, case reports, review articles, discussions, reviews of domestic and foreign publications, news (invitations to specialized meetings, reports from congresses and meetings, letters to the editors, etc.) and other important information from the specialty. All articles are subject to a peer review procedure, whereas bilateral anonymity is maintained. The editorial board accepts articles in English. Only articles that have not been previously published elsewhere can be accepted.

General requirements for a formal structure of the manuscript

The whole manuscript including the attachments must be made available in electronic form. The article should be written in one of the commonly used text editors (preferably MS Word); a recommended font size is 12, Times New Roman, spacing 1.5, width of the text 15 cm, no underlying, automatic functions switched off. The text file must be named so that it could not be mistaken (name of the file without diacritic marks, e.g. surname of the main author, key words and the word text, e.g.: "*Smith_reconstruction_text.docx*"). The maximum recommended extent is 10 normalized pages (counted without a title page, summary, and literature, 1 normalized page = 1,800 characters incl. spaces;

available in Word under File_Information). In the manuscript text, please observe the following order: title page, summary, key words, actual text of the article and list of used literature.

Tables, charts and images to the articles should be marked in the actual text (for better orientation) and attached in a separate file. Tables and charts must be sent in a form of individual files (or individual excel sheets), which can be edited (best is MS Excel, MS Word). Tables and charts should be appropriately simple and comprehensive, and numbered according to their occurrence in the text.

There should be a brief description to each table, scheme or graph. You should also explain all abbreviations used. It is recommended to verify whether all tables and texts are really referenced in the text. The name of the file should be made in the same way as in the text (e.g. "*Smith_reconstruction_tab1.xlsx*"). Imaging documents should be sent in an electronic form as JPG, BMP, TIFF (photographs, CT scans etc., NOT TABLES OR SCHEMES) with resolution of at least 300 dpi. If the image is printed in the size of one third of a page, it must be of a minimal width of 700 pixels, for the size of two thirds of a page, a minimal width of 1,500 dpi is required and for the whole page, a minimal width of 2,200 dpi is necessary. If there is imaging documentation reprinted from another source, it is necessary to provide the original source and a written consent of the copyright holder. Imaging documents cannot be received in MS PowerPoint form except for schemes. Imaging attachments are numbered according to the occurrence in the text and stored individually as separated files, named analogically as the other files (e.g. "*Smith_reconstruction_pict1.jpg*"). The legend to the imaging documentation should

be submitted as a separate file in MS Word, named analogically as the other files (e.g. "*Smith_reconstruction_legends.docx*") and possible symbols and abbreviations should be explained. Tables should be submitted as Word or Excel files. The ideal formats for schemes include Word, Excel or PowerPoint.

Use metric units and SI units. Use established abbreviations only, do not use any abbreviations in the title and summary of the article, in case of the first use of the abbreviation in the text, provide expanded version in brackets. A list of abbreviations in an alphabetical order with explanation of each abbreviation may be provided before the list of used literature. In case of medication, it is necessary to provide a generic name and producer in parenthesis after the product name.

Title page

The title page must contain a brief and clear name of the article (max. 10 words). Case reports should include these two words in the name of the article.

It must also contain full names and surnames of all authors in the occurrence reflecting their participation on the manuscript, the names of the workplaces of all authors, address of the main author, and an e-mail address to which it is possible to send the correspondence related to the manuscript.

In case of financial or non-financial support used during the preparation of the article (grants, equipment, medication, etc.), it is necessary to provide the source of this support in a full extent. Possible acknowledgement should be mentioned before the literature list.

Structure of an original article

In an original article, the authors work with their own set and provide their own

ideas related to the particular problem based on the analysis of their own results, using appropriate statistical methods. The text must be written at an appropriate scientific level, with sufficient comprehension. The conclusions must be formed clearly so that any different interpretation can be ruled out. The text of the original article must follow a prescribed structure.

Summary – a structured summary represents a summary of the article content in a brief form. The structure of an original article summary copies the structure of the whole article, i.e. contains the following sections: "Introduction, Material and methods, Results, Discussion and Conclusion". The summary should have an extent of a maximum of one normal-sized page (max. 1,800 characters).

Key words – 3–8 words or short phrases that enable characterizing the article with regards to its content. It is recommended to use the terms that originate from the recommended terms of the National Library of Medicine: Medical Subject Headings (MeSH).

Introduction – brief and clear description of the problem including reference to the basic literature and formulation of the goal of the article or working hypothesis, brief introduction about the origin of the article.

Material and methods – a basic description of the file, a summary of used methods, and the description of the hypothesis and methods stated in the study, including the method of evaluation and the statistical method used.

Results – obtained data and their evaluation.

Discussion – brief confrontation with similar studies and articles from the last two or more years. Evaluation of achieved study goals.

Conclusion – a brief and clear summary with clearly formulated outputs for practice.

Roles of the authors – a specification of the involvement of the author/co-authors in manuscript writing.

Disclosure – the authors have no conflicts of interest to disclose. The authors declare that this study has received no financial support. All procedures performed in this study involving human participants were in accordance with ethical standards of the institutional and/or national research committee and with the Helsinki declaration and its later amendments or comparable ethical standards.

Note is voluntary.

References – citations according to the instructions for the authors, organized according to their occurrence in the text.

Structure of a review article

Review article should summarize the current knowledge of the etiology, pathogenesis, diagnostics and therapy of a disease or a group of diseases, or to provide a complex review of the issues related with the topic of the journal. After reading the article, the reader should obtain a sufficient and current idea of the particular topic. The article should be written with a maximum emphasis on its practical use. Instructive imaging documentation is welcome.

The contribution of the author to the particular problem should be based on his/her extensive study of literature, provided in the list of used literature but also in the own work of the author. In case of describing a more extensive topic, it is possible to divide the article into several parts after an agreement with the editorial board.

Summary – a brief summary of the content of the article in the maximum extent of 1,000 words.

Key words – 3–8 words or short phrases enabling documentation of the content of the article; it is recommended to use the terms from the recommended terms of the National Library of Medicine: Medical Subject Headings (MeSH).

Introduction – a brief explanation of the origin of the article, proposal of the theme and its limitations.

Evaluation of the topic – brief basic thoughts of the article, own approach of the author, review of current knowledge.

Conclusion – a brief message of the article.

Roles of the authors – a short specification of the involvement of the author/co-authors in manuscript writing.

Disclosure – the authors have no conflicts of interest to disclose. The authors declare that this study has received no financial support. All procedures performed in this study involving human participants were in accordance with ethical standards of the institutional and/or national research committee and with the Helsinki declaration and its later amendments or comparable ethical standards.

Note is voluntary.

References – relevant citations according to the instructions for the authors, organized according to their occurrence in the text.

Structure of a case report

A case report is a description of one or several similar cases and their solution. To a certain extent, the case reports should be unique and their solution should be innovative, or they should supplement or confirm current knowledge.

Summary – a brief summary of the content of the article in the maximum extent of 350 words.

Key words – 3–8 words or short phrases enabling documentation of the content of the article with regards to its content; it is recommended to use the terms from the recommended terms of the National Library of Medicine: Medical Subject Headings (MeSH).

Introduction – a brief explanation of the origin of the article, description of the topics.

Description of the case – involves all important data related to the described case including its history, clinical picture, results of laboratory examination, description of the findings via imaging

techniques, therapeutic procedure and results.

Discussion – it should be brief and include the actual case report with regards to similar case reports or articles of other cited authors.

Conclusion – a brief summary of the most important aspects of the article.

Roles of the authors – a short specification of the involvement of the author/co-authors in manuscript writing.

Disclosure – the authors have no conflicts of interest to disclose. The authors declare that this study has received no financial support. All procedures performed in this study involving human participants were in accordance with ethical standards of the institutional and/or national research committee and with the Helsinki declaration and its later amendments or comparable ethical standards.

Note is voluntary.

References – relevant citations of literature sources according to the instructions for the authors, organized according to their occurrence in the text.

References

The manuscript may contain actual sources only, i.e. publication referenced by the authors in the text or articles that are really important (no articles may be mentioned only from formal reasons). Literature sources must be arranged according to their occurrence in the text, not in an alphabetical order. They are marked with numbers of appropriate sources according to Uniform Requirements for Manuscripts Submitted to Biomedical Journals" according to "Vancouver citation format".

In case of references to the articles that were not published yet, although having been already accepted for publication, please provide the name of the journal with the note "in press".

In the text, the references should be marked with Arabic numbers in square brackets. Multiple sources are separated with a comma, without spaces, e.g. [1,2].

Enclosures (figures, tables, graphs or schemes) should be marked with Arabian numbers and stated in hard brackets. Multiple enclosures are separated by a comma, with spaces, e.g. (Fig, 1, 2).

Examples of the correct forms of citations

Article in a journal

State full surnames of the authors, initials of the names without a full stop, put comma between the authors with a full stop after the last name is. If there are more than 3 authors, state first three authors and an abbreviation "et al". The title of the article should be terminated with a full stop. Then write the official abbreviation of the journal (name of the journals is abbreviated according to a style used in Index Medicus) and year (possibly even month) of issue, do not separate with a comma, after the year, put a semicolon. The year of the journal as well as the number of issue in parenthesis, colon, and pages are completed with a full stop.

Petitti DB, Crooks VC, Buckwalter JG, Chiu V. Blood pressure levels before dementia. *Arch Neurol*. 2005; 62(1): 112–116.

Chapter in a book

State full surnames and initials of the names of the authors without a full stop; put a comma between the authors, with a full stop after the last name. The name of the book is separated with a comma, the number of issue is terminated with a full stop. The city (country) of the book publisher are separated with a colon from the name of the publisher. The publisher is separated with a semi-colon, followed with the year (and a full stop). Then the name of the chapter separated with a semi-colon and pages are stated, terminated with a full stop.

Riffenburgh RH. *Statistics in medicine*. 2nd ed. Amsterdam (Netherlands): Elsevier Academic Press; c2006. Chapter 24, Regression and correlation methods; p. 447–486.

Book, monograph

State full surnames and initials of the names without a full stop, put comma between authors, and a full stop after the last name. The name of the book is terminated with a full stop and the number of issue is terminated with a full stop. Then state the city with a colon, publisher with a semi-colon, year of issue with a full stop and the total number of pages with a full stop.

Eyre HJ, Lange DP, Morris LB. *Informed decisions: the complete book of cancer diagnosis, treatment, and recovery*. 2nd ed. Atlanta: American Cancer Society; c2002. 768 p.

Article in an electronic publication

Polgreen PM, Diekema DJ, Vandenberg J, Wiblin RT, Chen YY, David S, Rasmus D, Gerds N, Ross A, Katz L, Herwaldt LA. Risk factors for groin wound infection after femoral artery catheterization: a case-control study. [online]. Available from: <http://www.journals.uchicago.edu/ICHE/journal/issues/v27n1/2004069/2004069.web.pdf>

Ethical aspects

It is required for publishing the results of clinical research that the used procedures were in accordance to the ethical principles of Helsinki declaration from 1975 (amended in 2000) and they were approved by an appropriate ethics committee. In case of animal studies, it is necessary to document that valid regulations and directives for breeding and experimental use of animals were observed. The authors must declare compliance with such conditions at the end of the article. All information about patients must respect the rules set forth by a relevant law on protection of personal data. No names of patients, their initials or hospital (treatment, reference) numbers are provided, especially in any imaging material. The clinical photographs of the patients must be adjusted so that the patient could not be identified. If such adjustments are not possible with

regards to the nature of the article, it is possible to provide written informed consent of the patient (or his/her family or guardian) to publishing such photographs.

Statistics

The used statistical methods should be sufficiently described so that the reader with an access to the original data could verify the results. Before completing the article, it is recommended for the author to discuss all used statistical methods with a professional statistician experienced in biomedicine.

Authorship and copyrights

Only a manuscript that was not published in another journal, not even partially, will be accepted for publication. The cover letter must contain a statement that the article or its part was not sent to another journal. Please, note that only persons who significantly contributed to the preparation or overall performance of the study, to the analysis and interpretation of the findings or to processing, editing and adjustment of the text may be stated as co-authors. All co-authors must consent with the final version of the manuscript. The order of authors must correspond to their contribution during the performance of the study and writing of the manuscript. Published articles are a property of the journal – copies of the articles or their parts may only be published with the consent of the editorial board, and with statement of the source.

Review of the article

Reviewing the article is a double-blind process. The editors perform anonymization of the text, i.e. remove the data that could enable identification of the authors before the text proceeds to the review process. Each text submitted for publication in the journal *Acta chirurgiae plasticae* is (apart from reviews, reports, medallions and some other information) provided to two peers for

review. The chief editor chooses specialists for the review in the field, which corresponds to the content of the text. He/she also assures that the reviewers are not closely related to the author, either by common institution or personally. The reviewers fill out a standardized form and recommend the text for acceptance, rewriting or refusal. The editors have the right to propose shortening, adjusting or rewriting of the manuscript. Confirmation of acceptance of the article for publication in *Acta chirurgiae plasticae* is provided only after the acceptance of the article by both reviewers. The text is confirmed for publication only by the chief editor.

Payments

Manuscripts of the articles, information and reports sent for publication in the journal *Acta chirurgiae plasticae* are not subjected to author's payment. They are published on the expense of the publisher.

Advertisement and other commercial information are subjected to payment according to a current pricelist of the publisher.

Conflict of interest

The authors are obliged to send a statement together with the manuscript that in relation with the theme, creating and publication of this manuscript, they are not in conflict of interest. It means that the creation of the manuscript and its publication was not financially supported by any pharmaceutical or other company or other subject and none of the authors was influenced during the creation of the article in any way. Otherwise, the main author is obliged to report whether and how the main author or any of the co-authors was in relation to the writing and to the theme of the manuscript within the last 24 months contractually bound, whether and from what subject any financial support for the work and publication was obtained,

whether and who supported his/her/ their participation in a specialized meeting or conference related to the theme of the manuscript, etc.

Submission of the manuscript

The manuscript and the cover letter corresponding to the below mentioned requirements may be sent in an electronic form to the Open Journal System. As the first step, it is necessary to create your account at the following link: <https://redakce.carecomm.cz/achp/>. The registration is easy (please, follow the instructions) and free of charge. The system enables submitting of a manuscript with all its enclosures (tables, graphs, figures, etc.). Following successful submission, a peer-review process will be initiated. You will be informed via the system about the course of this procedure.

Cover letter

The manuscript must be accompanied with a cover letter that contains the following information: name of the article, format of the article, name and surname of the authors, statement of the authors regarding approval of the ethics committee (experimental or clinical studies) or, in case of an animal study, a statement of compliance with the procedures during manipulation with experimental animals, statement about possible conflict of interests, statement that all materials (schemes, images, charts, tables, etc.) obtained from other sources or publications were used with the consent of the author or publisher who have appropriate copyright or publishing rights to that reproduced material. Furthermore, a statement that the manuscript was approved for publication by all authors, name and address of the main author, his/her telephone and e-mail address should be provided. The cover letter must be signed by all the authors.

Revised: January 2023