

Information for authors

Dear colleagues!

Please, follow the updated rules of articles presentation for the journal "Wounds and Wound Infections. The Prof. B.M. Kostyuchonok Journal".

1. The article must be accompanied by an official letter from the institution where the work has been done and have a supervisor's visa. The letter may indicate whether the article is associated with the theme(s) of the dissertation.

2. The article shall be presented in digital form (on CD or floppy disc) together with the print out on A4 format paper in two copies (tables, diagrams, images, legends to pictures, list of references, summary shall be provided on separate sheets).

Font – Times New Roman, 14 pt, 1.5 interval. All pages shall be numbered.

3. The following should be stated on the first page: title of the article, initials and surnames of all authors, full name of institution(s), where the paper is prepared, its (their) full address including ZIP code.

The institution of employment is mandatory to be stated for each author.

The article shall be signed by all authors. After the end of the article, the following details shall be stated: **contact telephone numbers, business address including ZIP code, fax, e-mail and surname, name and patronymic in full, position, degree, academic title of the author(s)**, whom the Board of Editors will do correspondence with.

4. Original articles must indicate the contribution made by each author:

- Study concept and design.
- Material collection and processing.
- Data statistical processing.
- Text writing.
- Editing.

An example:

Authors: I.I. Ivanov, P.P. Petrov, S.S. Sidorov

The authors' contribution:

Study concept and design by I.I., S.S.

Material collection and processing by P.P.

Statistical processing by P.P.

Text writing by S.S.

Editing by I.I.

5. Volume of articles: original article – not more than 12 pages; description of some observations, notes of practical work – not more than 5 pages; literature review – not more than 20 pages; brief messages and letters to Board of Editors – 3 pages.

Structure of original article: introduction, materials and methods, results of research and their discussion, opinion (conclusions).

The articles shall be attached with **summary** in Russian, reflecting the contents of the paper, stating the title of the article, surnames and initials of authors, names of institutions; for original articles – structured summary (introduction, materials and methods, results etc.). Volume of summary shall be between 2000 and 5000 symbols with spaces. Number of key words shall be between 10 and 50.

6. Illustrative material:

- Photos shall be contrast; all pictures, charts and diagrams shall be clear.
- Photos shall be provided in original copies or in digital copies in format TIFF, JPG, CMYK with resolution at least 300 dpi (dots per inch).

• Schedules, diagrams and pictures shall be provided in format EPS Adobe Illustrator 7.0–10.0. If you cannot provide the files in such format, please, contact the Board of Editors.

• All pictures shall be numbered and provided with the legends. Legends to pictures shall be on a separate sheet. The picture shall indicate the "top" and the "bottom"; the fragments of the picture shall be designated with the lower case letters of Russian alphabet – «а», «б» etc. All abbreviations and designations, used on the picture, shall be stated in full in the legend under the picture.

• All tables shall be numbered and provided with the title. All abbreviations shall be stated in full in notes to the table.

• References to tables, pictures and other illustrative materials shall be included in proper places throughout the text of the article in parentheses, and their location shall be stated by the author by the form of square on the left margin of the article page.

7. Units of measurements shall be stated according to SI system.

All acronyms (abbreviations) in the text of the article shall be stated in full, when used for the first time. Please, do not use the uncommon acronyms.

Names of gens shall be written in italics, name of proteins – by normal font.

8. The article shall be attached with the list of references, prepared as follows:

• The list of references shall be in **alphabetical order**. All sources of references shall be numbered, and their numbering shall strictly comply with the numbering used in the text of the article. Please do not refer to the papers, which are not published yet.

• State for each source: surname and initial of authors (if authors are more than 4, state the first 3 authors, then «и др.» in the text in Russian or «et al.» – in the text in English).

• When referring to the **article from the journal** state also the title of the article; title of the journal, year, volume, issue number, page number; DOI, PMID.

• When referring to the **monograph** state also full name of the book, place of publishing, publishing house, year of issue.

• When referring to **synopsis of thesis** state also full title of the thesis, whether it, Dr. Sci. or PhD thesis, year and place of issue.

• When referring to **data found on the Web**, state the link to the reference.

• All references to the literature shall be printed in Arabic figures in brackets (e. g. [5]).

• It is desirable that the number of referred papers in original articles **is not more than 25**, and in literature reviews – **not more than 60**.

9. Please do not submit previously published articles again to the Board of Editors.

10. All articles, including those prepared by the postgraduate students and applicants for Ph. D. degree upon the results of their own research, shall be accepted for publishing free of charge, on a first in first out principle.

11. The author's materials are to be peer-reviewed in the following order.

All articles submitted for publication in the journal are peer-reviewed. Peer reviewers treat the article as confidential material, by strictly observing the author's right to confidentiality of the information contained in the paper before its publication.

Additional experts may be invited by the peer reviewer to work only with the permission of the Editorial Board and in terms of confidentiality.

The comments of the peer reviewers are sent to the author without indicating their names. The decision on publication (or rejection) of the article is made by the Editorial Board after the reviews and the author's replies have been received.

In some cases the Editorial Board may send the article for further peer review, including for statistical and methodological reviews.

The editors make a peer review of all submitted materials relevant to the journal's themes for the purpose of their expert evaluation. All peer reviewers are recognized specialists in the themes of peer reviewed materials and have had publications on the themes of a peer-reviewed article in the last 3 years. The peer reviews are kept at the editorial office for 5 years.

The Editorial Board sends the copies of reviews or a reasoned refusal to the authors of submitted materials and those to the Ministry of Education and Science of the Russian Federation as the relevant request enters the editorial office.

The Editorial Board of the journal continually assesses the quality of peer review, by applying the Russian version of the questionnaire "Review Quality Instrument" (Version 3.2) [van Rooyen S., Black N., Godlee F.J. Development of the Review Quality Instrument (RQI) for Assessing Peer Reviews of Manuscripts. Clin Epidemiol 1999;52(7):625–9].

12. Conflict of interest

When submitting their manuscript, the authors are responsible for disclosing their financial and other conflicts of interest that can affect their work.

All significant conflicts of interest should be reflected in the manuscript (in the footnote on the title page).

If there are sponsors, the authors should define their role in determining the study design, data collection, analysis, and interpretation, and the decision to publish the findings. If the sponsors have not taken such actions, this should be also indicated.

The authors must submit a completed application form:

Each author should answer the following questions; an affirmative answer requires additional information.

Title of the manuscript (article) _____

Author: _____

1) Have you or your close relatives received money, gifts, and other remuneration from an organization, institution, or company whose financial status may be affected by your publication, including fees for speeches, consultations, gifts, travel funding, and funds for the investigation.

Yes/No

2) Do you have close relatives working for an organization, institution, or company whose financial status may be affected by your publication?

Yes/No

3) Do you have close relatives who are in a higher position, i.e. the Head/Director of an organization, institution, or company whose financial status may be affected by your publication?

Yes/No

4) Do you have close relatives who are the holders of shares with investments or other financial interests (excluding unit investment trusts) in an organization, institution, or company whose financial status may be affected by your publication?

Yes/No

5) Can the results of this publication directly or indirectly affect your reward?

Yes/No

6) Are there any potential or existing conflicts of interest which the Editorial Board should know?

Yes/No

13. Informed consent

It is prohibited to publish any information that can identify a patient (give his/her name and initials, the number of case histories in the photos, when making written descriptions and genealogies) except when it is of great scientific values and when the patient (his/her parents or guardians) have given an informed written consent. After obtaining the consent, this should be reported in the published article.

14. Human and animal rights

If the article describes human experiments, it should be specified whether the latter satisfy the ethical standards of the Committee on Human Experimentation (a part of the institution where the work has been done, or a regional one) or the 1975 Helsinki Declaration or its revised version in 2000.

When describing animal experiments, it should be pointed out whether the keeping and use of laboratory animals are in compliance with the rules established at the institution, the recommendations of the National Experimentation Council, and national laws.

The articles, which do not correspond to above rules, will be rejected.

All received articles are refereed.

No received materials are sent back.

Board of Editors reserves the right to proofread the articles, submitted for publishing.

Please send the articles to:

ws@woundsurgery.ru.