Instructions for Manuscript Preparation

General Information

**RJIM** has several categories of articles. We publish original research that addresses prevalence, causes, mechanisms, diagnosis, course, treatment, and prevention of disease. We consider various study types, including meta-analyses and cost-effectiveness analyses, as original research. The original articles must not exceed 3000 words. Every article will be internally and externally peer-reviewed by experts in field. A member of the Editorial Board and at least one external reviewer will evaluate the article.

**Presentation of manuscript**

Manuscripts should have wide margins and double spacing (also for abstracts, footnotes and references). Every page of the manuscript, including the title page, references, tables, etc., should be consecutively numbered. A word count (excluding title page, abstract, and references) should be indicated. If data from the manuscript have been presented at a meeting, list the full name, date and location of the meeting and reference any previously published abstracts in the reference list.

Ensure that each new paragraph is clearly indicated. Present tables and figure captions on separate pages at the end of the manuscript. If possible, consult a recent issue of the Journal to become familiar with layout and conventions.

Please prepare your manuscript only as presented below. Otherwise the paper will be returned to the authors.

1) **Title page:**

- **Provide the following data on the title page (in the order given).**
- Title (this should be clear, descriptive and not exceed 150 characters, including spaces)
- Name(s) of author(s). Authorship should only be assumed by those workers who have contributed materially to the work and its report. Colleagues who have otherwise assisted or collaborated should be recognized in the Acknowledgement section
- Complete postal address(es) of affiliations
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Please also provide a short title (RUNNING HEAD). The running head should not exceed 80 characters including spaces.

2) Abstract: It should contain no more than 250 words. For original articles, the abstract should be structured (divided into the sections Introduction, Methods, Results, and Conclusion). Abstracts should briefly describe the problem being addressed in the study, how the study was performed and which measurements were carried out, the most relevant results, and what the authors conclude from the results. An abstract is often presented separate from the article, so it must be able to stand alone. Non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself. Please also provide the abstract in Romanian, if you are Romanian or know Romanian language. Otherwise the language editors will translate your abstract in Romanian.

3) Key words: A list of 3-6 words or short phrases should be included after the abstract for indexing purposes. Use terms from the Medical Subjects Headings from the Index Medicus or Medline.

Arrangement of the article

4) Introduction: State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

5) Materials and Methods: Provide sufficient detail to allow the work to be reproduced. You must include a sentence saying that informed consent was obtained from participants in the study and/or that the institution's ethics committee approved the study.

6) Results: These should be presented precisely. Do not present the same information in tables and figures.
7) **Discussion:** Consider structuring the discussion according to the following sequence.

1. Provide a brief synopsis of key findings, with particular emphasis on how the findings add to the body of pertinent knowledge.
2. Discuss possible mechanisms and explanations for the findings.
3. Compare study results with relevant findings from other published work. Briefly state literature search sources and methods (e.g., English-language MEDLINE search to Jan 2007) that identified previous pertinent work. Use tables and figures to help summarize previous work when possible.
4. Discuss the limitations of the present study and any methods used to minimize or compensate for those limitations.
5. Mention any crucial future research directions.

8) **Conclusion:** Conclude with a brief section that summarizes in a straightforward and circumspect manner the clinical implications of the work.

9) **Acknowledgements:** This section should acknowledge colleagues who have assisted or collaborated in the study who are not listed on the title page. It should also include details on sponsoring and possible conflicts of interest.

10) **Conflict of Interest disclosure:** All authors are requested to disclose any actual or potential conflict of interest including any financial, personal or other relationships with other people or organizations within three years of beginning the submitted work that could inappropriately influence, or be perceived to influence, their work. If there is no conflict of interest please state “The authors declare that there are not conflicts of interest”.

11) **References:** The references should be numbered consecutively in [square brackets] as they appear in the text. The reference list should be typed double-spaced on a separate sheet. References should conform to the system used for manuscripts submitted to biomedical journals (N Engl J Med1991;324:424-428).

Examples: “A recent study presented similar findings [1].”

Please note that all authors should be listed when six or less; when seven or more, list only the first six and add et al. Please follow this example:


For book chapters


For online sites please provide the address and date of accession.

Do not include references to personal communications, unpublished data or manuscripts either in preparation or submitted for publication. If essential, such material may be incorporated into the appropriate place in the text. Recheck references in the text against reference list after your manuscript has been revised.

12) Tables: Tables should be typed with double spacing each on a separate sheet, numbered consecutively with Arabic numerals, and contain only horizontal lines. Number tables consecutively in accordance with their appearance in the text. The text should include references to all tables. Each table
should occupy a separate page of the manuscript. Tables should never be included in the text. Each table should have a brief and self-explanatory title. Place footnotes to tables below the table body and indicate them with superscript lowercase letters, indicate each footnote in a table with a superscript lowercase letter. Data presented in tables must not duplicate results described elsewhere in the article. Large tables should be avoided. If many data are to be presented, an attempt should be made to divide them over two or more tables. Column headings should be brief, but sufficiently explanatory. Standard abbreviations of units of measurement should be added between parentheses.

13) Illustrations: Upload each figure as a separate file in jpeg format, with the lead author's name, the figure number and the top of the figure indicated. Compound figures e.g. 1a, b, c should be uploaded as one figure. Tints are not acceptable. Lettering must be of a reasonable size that would still be clearly legible upon printing, and consistent within each figure and set of figures. Please supply artwork at the intended size for printing, sized to the text width of 84mm/single column, 176mm/double column. Where a key to symbols is required, please include this in the artwork itself, not in the figure legend. Please provide in the manuscript the exact place where you would like to insert the figure indicating in parenthesis “(place for figure 1)”

All illustrations must be supplied at the correct resolution:
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- Combinations of photos and drawings (black and white and colour) - 500 dpi

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14) Footnotes: Use footnotes only on the title page and in tables. Do not use footnotes in the text. Footnote symbols, in the order in which they should be used, are *, †, ‡, §, ||, ¶, **, ††, ‡‡, and so on. Do not use numbers or letters.

Types of articles

Review articles

Unsolicited review articles, no longer than 15 pages, or 4500 words, excluding references, will be
considered for publication in the Journal. They will be subject to fast-track peer review. Please do not exceed 70 references if the review article is not a systematic review/meta-analysis. Review articles should not comprise more than 8 figures and tables in total.

**Original articles**

Original Articles must not be longer than 10 pages or 3000 words. Also, the number of references should not exceed 50 titles. The original articles should not comprise more than 8 figures and tables in total.

**Editorials**

Authors are encouraged to submit editorials of no more than 4 pages to the Journal.

**Letters to the editor**

A letter to the editor should not exceed 800 words. A maximum of 3 authors may be listed, with only 2 references and no tables or figures. Please do not exceed 10 references.

**Case reports** should not exceed 800 words and 4 authors. Please do not exceed 20 references and 4 figures and tables.

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We consider both narrative and systematic reviews. For narrative reviews, we ask that authors include a box listing 3 to 7 take-home points that link back to the original questions that the review set out to answer. We also publish guidelines, position papers, letters, and essays about controversial medical
issues, medical history, medicine and public policy, and patients’ or physicians’ experiences of illness. Requirements for all categories of articles largely conform to the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals,” developed by the International Committee of Medical Journal Editors (ICMJE). Authors should prepare manuscripts according to recommended reporting guidelines and checklists (EQUATOR) whenever possible.

**Statistical Guidelines**

Report percentages to one decimal place (i.e., xx.x%) when sample size is >=200. To avoid the appearance of a level of precision that is not present with small samples, do not use decimal places (i.e., xx%, not xx.xx%) when sample size is < 200.

Always report the 95% confidence intervals along with exact P values to two decimal places (except when $P<0.001$, in which case “$p<0.001$” is sufficient).

Report averages with standard deviations, not standard errors, when data are normally distributed, and report median (minimum, maximum) or median (25th, 75th percentile [interquartile range, or IQR]) when data are not normally distributed.

All materials must be submitted in electronic format at the e-mail address editor@intmed.ro. Please provide the fax and telephone number of the corresponding author (that member of the group of authors appointed to maintain the correspondence with the journal). The cover letter accompanying the article must clearly define the significance of the subject chosen and of the results, from the authors’ point of view.

**Important notes:**

1. Please be aware that all the correspondence should be sent directly to the official address of the Romanian Journal of Internal Medicine (editor@intmed.ro). No other mail address is authorized by the editorial Board and the correspondence sent to other mail addresses will be disregarded.

2. Please prepare your manuscript according to Instructions for authors. Manuscripts will be returned to authors if they do not comply with the journal’s requirements.