

---

## Instructions to Authors

---

The journal publishes review articles, original papers, case reports, technical briefs as well as short communications like letters to the editor, opinions, book reviews, personal reports and others.

**Contributions should be submitted in quality electronic files. Although e-mail submissions are preferred, manuscripts exceeding 4MB are accepted on electronic media** or through electronic disposal (e.g. <http://www.uschovna.cz>). Authors are required to submit an electronic manuscript together with its PDF format, or a paper hard copy sent by conventional mail. The electronic file and the printout or the PDF version must be identical. The corresponding author must provide simultaneously with the submitted manuscript written declaration to the address of the editorial office below (Check list of the manuscript submitted to the journal *Klinická biochemie a metabolismus*, Attachment No 2) in which signs that the manuscript has not been published previously and will not be submitted to any other journal. In the enclosure of the check list each author signs a declaration that he/she agrees with the publication of the manuscript in the journal *Klinická biochemie a metabolismus*. The corresponding author guarantees compliance with the rules of publication ethics excluding plagiarism.

Signing the check list the corresponding author agrees with publication of his/her e-mail address and address for correspondence.

**The manuscript can enter the review process when Checklist of the manuscript submitted for publication in the journal *Klinická biochemie a metabolismus* including attachment signed by all authors is received.**

All manuscripts must be prepared in accordance with the technical requirements stated within these Instructions. Receipt of manuscripts by the editors will be acknowledged by e-mail or letter. Authors may be asked to provide missing data and they will be informed about the beginning of the review process. Manuscripts are evaluated by peer reviewers (referees) whose identities are kept confidential. Decisions on acceptability including some parts of referee reports will be communicated after the review process is complete. Manuscripts requiring revision will be returned to authors, the requested alterations will be specified and authors will receive advance notice of the revised manuscript's inclusion in the press release. Editors will inform authors about the status of the submitted manuscripts and all versions of the manuscript during the editorial process are archived.

After acceptance of their papers authors will receive the first proof to correct printer's errors and drawbacks. However, it is essential that no textual alterations be made at the time of proofreading.

**Review of submitted manuscripts:** Manuscripts are evaluated initially by two anonymous reviewers and then editors decide on their acceptance and publication. The editor stipulates that a manuscript considered

for publication might undergo repeated reviews, proofs, formal alterations and/or condensation based on the reviewers' recommendation. Authors' responses to reviewers' comments are necessary but responsibility for the final language revision and layout as well as the order in which manuscripts will be published lies with the editor.

Unsolicited manuscripts and their supplements will not be returned to authors.

For submission, manuscript from common text editors are acceptable (Window files preferred) .doc, .txt, .html. The use of WORD format is preferred, for other formats and technical details consult the journal's staff. Contributions should be typed in simple format, i.e. without tabulator stops. Do not use right-hand justification or fonts of different size, avoid underlining words in the text or automatic numbering of paragraphs, numbers for reference citations in the text should be typed. The space bar should only be used as word separator. Tables are included in the overall number of pages given below. They can be placed within the text, only word processing formats for table design are acceptable, do not separate columns by the tabulator or space bar. Use Arial 12 font size, 1.5spacing and leave 3 cm margins on all sides.

**Review article** should not exceed 15 pages with 35 references, **original paper, case report** or **technical brief** no more than 10 pages and up to 30 references, and **short communication** up to 2 pages. Moreover, short communications and letters to the editor may contain one figure or table and no more than a total of 5 references. Studies on patients require following procedures that are in accordance with the latest version of the Declaration of Helsinki (World Medical Association, <https://www.wma.net/>) and the national ethics committee. No patients' names, their initials or registration numbers should be stated. All research studies must be approved by the ethical committee and informed consent must be obtained from all subjects. Patients presented in case reports must always sign informed consent. When conducting experiments on animals, the studies must be approved by the committee for protection of the rights of laboratory animals and authors should adhere to the national requirements for the care and use of laboratory animals.

Contributions from foreign authors are accepted in English. However, authors from Slovakia can publish their papers in Slovak.

For chemical nomenclature, please consult [www.chem.qmw.ac.uk/iupac](http://www.chem.qmw.ac.uk/iupac). All drugs and chemicals must be precisely identified, including their generic names, dosage, etc.

**Title page** should include: the title of the article, the authors' surnames and initials of first names and the full name of the institution where the work was done. You can also state an acknowledgement of grant support, sponsors, individuals or institutions that provided some help in the preparation of the study.

At the beginning of your contribution provide a structured abstract in English.

**Structured abstract** consists of the following headings:

*Objective:* authors describe the problem and state the aims of their investigation, hypothesis ...

*Design:* e.g. observational, prospective, randomized, a double blind study etc

*Settings:* the name and address of the institution where the work was done

*Material and methods:* description of the studied set, inductive and elimination criteria and statistical methods used

*Results:* achieved experimental results including quantified outcomes

*Conclusion:* overall conclusions based on the work reported, summary of the main points

*Key words:* up to 5 using the entries from Index Medicus

An English written abstract is a necessary part of each contribution. It should be put on a separate page which is included in the overall number of pages. The contribution should be structured as stated above.

Please specify the file formats you use. Statistical terms, abbreviations and special symbols should be defined before they first appear in text. Limit the use of abbreviations to make the text comprehensible to readers. Make sure that the measurements are presented in **SI units**.

**The full name, title(s), address (including postal code/zip) and e-mail address of the first author should be stated at the end of the paper after the list of references.**

**List of references** includes all publications used by authors besides textbooks and encyclopedias. Publications which were not used by the authors should not be listed. However, if an important information source is not accessible, a secondary source can be cited. Numbered references to personal communications, unpublished data or manuscripts submitted for publication are unacceptable but they might be mentioned in the text if necessary. Formal layout of citations should meet certain requirements (See Attachment 1).

For the names of journals official abbreviations from cover pages should be used.

The editors do not set fixed limits regarding the citing process within the text but they insist on stating the required data. You can identify citations in the text by numerals in brackets and then type references in numerical order in which they are first quoted in the text in the section titled "References". Authors may also use alphabetical order of numbered publications or list the first author and the year of publishing (Friedecky et al., 2004). Please, recheck references in the text against the reference list. In the list name all authors unless there are more than six; when seven or more, list only the first three and add et al.

The number of references is limited: a systematic review should not exceed 35 citations, original papers, case reports or research investigations may include 30 and short communications no more than 5 references.

Figures and graphs are not included in the given number of pages and they must be of sufficient quality, photographs are acceptable only in the digital form. Colour illustrations will not be considered for publication, authors are encouraged to create figures in the shades of grey. Figures might be returned to authors to be redesigned or recreated if they do not meet the quality requirements. Please indicate in the manuscript the positions of figures and graphs.

Titles and detailed explanations belong in the figure legends and not in the illustrations themselves. Figure legends should be listed in consecutive order at the end of the submitted manuscript. Authors are requested to use graphs instead of large tables with too many columns. Please do not use the same data both in figures and tables.

**Electronic image** formats for direct print publication are tif, eps, jpg, xls, xlsx, ppt, pptx. Always send originals, do not compress the figures. Graphs and figures must be created for print in the grey scale (8 gradations). Names of the image files must correspond to their inclusion in the text.

Attention: figures transferred to WORD document are unacceptable for illustration print in the journal.

Corresponding author guarantees the originality of figures and tables presented in the manuscript or provides a licence to use them given by their author or publisher.

Each manuscript **must be accompanied by Checklist of the manuscript submitted for publication in the journal *Klinická biochemie a metabolismus* including attachment signed by all authors.**

When the paper is published the copyright is transferred to the publisher.

Published articles are not remunerated. Received manuscripts are not returned, they are archived.

The authors are asked to add at the end of the text conflict of interest statement. In case there is no conflict of interest, it will be stated: Conflict of interest: The authors declare no conflict of interest. Possible conflict of interest will be specified by the authors.

Please send your manuscripts and all correspondence to the address Editorial office.

Address for correspondence with editorial office:

vavrovaj@lfhk.cuni.cz; jaroslava.vavrova@fnhk.cz

Ing. Jaroslava Vávrová, Ph.D.

ÚKBD FN Hradec Králové

Fakultní nemocnice

Sokolská 581

500 05 Hradec Králové

Czech republic

Updated September, 2020

---

## Attachment 1

---

### Examples of references:

1) *Citation of an article in serial volumes*

**Kintr, J., Kozák, L.** Adenosine and Proteins with Adenosine Deaminase Activity. *Klin. Biochem. Metab.*, 2004, vol. 12 (33), No.4, pp.221-225.

2) *a monograph publication*

**Svačina, Š.** Metabolic Syndrome. Prague: Triton, 2001, 184 p. ISBN (if available).

3) *a contribution to a monograph publication*

**Mašek, Z.** Biochemical Examination in Reproductive Endocrinology. In Schneiderka, P. et al. Chapters from Clinical Biochemistry. Prague: published by Karolinum, 2000, pp.178-194.

4) *an article or abstract from a symposium or workshop proceedings*

**Tallová, J., Tomandl, J., Bičíková, M., Hill, M.** Changes of Concentration of Homocystein in Plasma during Menstrual Cycle. In *Proceedings of the Second Symposium of Hyperhomocysteinemia*. Prague, 1999, p.25.

### Information about the location/placing of electronic documents

- *a reference to an electronic monograph*

**Olson, Nancy (ed.)** Cataloguing Internet resource: A Manual and Practical Guide [on line]. 2<sup>nd</sup> ed. Dublin: OCLC, c1997[cit. 2003-04-09]. Accessible from WWW: <<http://www.oclc.org/oclc/man925cat/toc.htm>>. ISBN 1-556553-236-9.

- *citation of an online document (unknown author)*

Long-term Plan of Charles University in Prague [online]. 1999-09-09 [cit. 2001-11-201]. Accessible on WWW: <<http://certik.ruk.cuni.cz/asuk/dlouhodoby/zamer.html>>

### Serial electronic volumes

- reference to an online journal

**JEP:** The Journal of Electronic Publishing [online]. Ann Arbor (MI): University of Michigan Press. 1995-[cit. 2003-04-02]. 12 times a year. Accessible also from WWW: <<http://www.pres.umich.edu/jep/index.html>>. ISSN 1080-2711.

- reference to the online version of a printed journal

**Forum:** the journal of Charles University, Prague: Charles University, 1995-. fortnightly, also accessible on WWW: <<http://enil.ff.cuni.cz/>>.

If both printed and online versions exist, enter the printed version first and then the online availability.

## Attachment 2

### Checklist of the manuscript submitted for publication to the journal Klinická biochemie a metabolismus

<b>Title of the manuscript:</b>			
<b>Authors:</b>			
<b>Corresponding author</b> <i>first name, surname, titles:</i>			
Address including postal code:			
<b>Electronic address:</b>			
Both electronic version and paper printout are provided			Yes No
Both electronic version and PDF version are provided			Yes No
The abstract is structured according to instructions			Yes No
Structured abstract in English is provided			Yes No
Key word are given			Yes No
SI units are used			Yes No
Number of references			
Czech professional journals are cited			Yes No
Figures and tables fit instructions			Yes No
Author's full address is given in the text			Yes No
	Yes	No	N/A
Rules of publication ethics excluding plagiarism are kept			
Everybody who participated in the study in not negligible manner is mentioned either as author/co-author or in the acknowledgement. Persons whose names are mentioned in the acknowledgement were informed about this fact and agree.			
Corresponding author declares that the manuscript has not been published previously and will not be submitted in any other journal and that co-author(s) agree with its publication in the journal Klinická biochemie a metabolismus.			
Corresponding author declares that he/she has all rights to publish the manuscript.			
Corresponding author agrees that when the manuscript is published the copyright is transferred to the publisher Czech Medical Association J. E. Purkyně.			
In studies of research where patients or healthy persons were included ethical rules were respected.			
The research study was approved by the ethical committee and informed consent was obtained.			
Patients presented in the case reports signed informed consent.			
In the manuscript, there are no signs which would enable to identify patients.			
In animal experiments, the study was approved by the committee for protection of the rights of laboratory animals and valid regulations for animal experiments were kept.			
All figures and tables are originals.			
Corresponding author obtained licence to use figures/tables for publication in KBM from the owner of copyright (author or publisher) and this licence provides to the editorial office.			
Corresponding author agrees with the publication of his/her e-mail address.			

Number of attachments (Conflict of interest disclosure and agreement with the authorship of each author):.....

Signature of the corresponding author:..... Place and Date: .....

**Attachment of the check list: Conflict of interest disclosure  
and agreement with the authorship**

(has to be filled in by each author)

<b>Title of the manuscript:</b>	
<b>Authors:</b>	

First name and surname of the author	
Number of the author in the manuscript	

The author of the manuscript declares that in connection with the origin and publication of the article there is / is not conflict of interest and that the study has not been supported by any pharmaceutical or diagnostic company.

There is no conflict of interest

There is conflict of interest in connection with the origin and publication of the article – please specify :

contractual obligation  
.....

financial support  
.....

support for participation in a professional event  
.....

membership in the advisory board of a company:  
.....

others  
.....

I agree with the content of the manuscript, with my authorship / co-authorship and with the publication of the manuscript in the journal *Klinická biochemie a metabolismus*.

Author's signature	Place and Date

**Please send the filled form via the corresponding author to the editorial office  
The manuscript can enter the review process when this declaration from all authors is received.**