REQUIREMENTS
for manuscripts submitted for publication
in the scientific and practical medical peer-reviewed journal "Doctor.Ru"

1. Only previously unpublished manuscripts which were not forwarded for review by other journals (including online journals) may be accepted for publication.

2. Submissions should be accompanied with the following documents:
- Referral from the institution (a referral letter) signed by the head or deputy head (scanned copy)
- Consent for publication signed by all authors and stating:
  – Article title
  – Information about each author: name (in full), membership in the RAS, RAE, scientific degree, academic title, position, place of work (legal structure of the institution or organisation and abbreviated name), post code, address of the place of work, eLIBRARY.RU SPIN, ORCID (if any), email address
  – Phone number of the author
  – Information on the source of financing (if any)
  – Conflict of interest statement
  – Contribution of each author

Note. The editor's office shall not be responsible for the accuracy of information about authors.

3. Manuscript format: Word, Times New Roman, font size: 14, line spacing: 1.5 points; fields: min. 2cm. All pages should be numbered (starting from the first page).

The first (front) page should state the title of the article (max. 100 characters with spaces), the authors' initials and surnames (the author team may include up to 6 persons, except for multicentre studies), the name of the organisation where the authors work (name in full and city), duplicated in English.

Note. Persons contributing to the article are stated in Acknowledgements.

4. Maximum length of a submission:
- Descriptions of case history or exchange of experience — 20,000 characters with spaces (12 A4 pages, Word)
- Studies — 25,000 characters with spaces (14 A4 pages, Word)
- Reviews — 35,000 characters with spaces (19 A4 pages, Word)

Note. If the submission is longer, and the author deems it appropriate, the editorial board may decide to abridge it.

5. The abstract should contain the following sections:
- Studies:
  – Purpose of the Study
  – Design (randomised, comparative, etc.)
  – Materials and Methods
  – Results (stating specific data and their statistical significance)
  – Conclusion
- Reviews/descriptions of case history or exchange of experience:
  – Purpose of the Review/Purpose of the Article
  – Key Points
  – Conclusion

The abstract should be followed by keywords: three to five words or phrases for appropriate article cross-indexation.

The total length of the abstract with keywords should not be more than 1,500 characters with spaces for studies and 1,000 characters with spaces for other articles.

Information about contribution.

Example:

Author — patient selection, examination and management, thematic publications reviewing;

Author 2 — a set of clinical material, data processing analysis and interpretation, article preparation;

Author 3 — review of critically important material, approval of the manuscript for publication.

6. The structure of the article should be appropriate for the type of the scientific work.
- Structure of studies:
  – Purpose of the Study
  – Design
  – Materials and methods: information about the institution where the study was conducted (institution name, chief's name and academic title), place and time of the study, subject selection procedure (inclusion and exclusion criteria), measurement methods, statistical data presentation and handling, information on informed consent signed by the subjects (their parents or representatives) or on the approval of the study by local ethics committees, if test methods involve animals — confirmation of compliance with the procedures, ethical norms and rules for handling animals as approved in Russia
  – Results (only proprietary data)
  – Discussion
  – Conclusion

- Structure of reviews:
  – Purpose of the Review
  – Main part
  – Conclusion
- For descriptions of case history or exchange of experience:
  – Introduction
  – Narrative: brief past medical history, physical examination, laboratory and instrumental tests, therapy, results and forecast
  – Discussion
  – Conclusion

7. Requirements for the presentation of materials (terms, illustrations, references)
Requirements for terms:
- For drugs, the international non-proprietary name is stated; trademarks are acceptable in exceptional cases only
- Unlike proteins, genes are written in italics
- Abbreviations are given in full when mentioned for the first time; the use of abbreviations should be justified

8. Requirements for illustrations:
- Tables and figures should not contain similar information and should not duplicate data presented in the text
- All tables and figures should be titled and numbered, with references to them in the text
- Proprietary photographic materials should be accompanied with the author's name and the note 'Proprietary picture'
- Borrowed tables, figures and photographic materials should have references to sources in the list of references
- In tables, all lines and columns should be clearly marked and titled; figures should be given with units of measurement; no cells should be left empty (a dash should be used when information is unavailable)
- In diagrams, figures and units of measurement for X and Y axes should be given
- Scanned or digital pictures and photographic materials should be of high quality and should have the following parameters: JPEG or TIFF format; resolution: 300 dpi; minimum 8 × 8 cm

9. Requirements for references:
- Lists for study and review articles should have a maximum of 30 and 50 references, respectively; publications released in the previous 5 years should prevail; for sample presentations, please see https://journaldoctor.ru
- Lists are generated in the order that references are given in the article
- All references in Russian should be duplicated or transcribed in English; for transcription, please see http://translit.net/ru/bsi/ (in the drop-down box select BSI)
- No more than 2–3 self-citations are allowed

Note. At least 70% of references should have been published during the previous five years. Older publications may be referenced if they are rare or contain highly informative materials.

Common information

1. Please email your submissions and accompanying documents to redactor@journaldoctor.ru. Editor's office phone: +7 (968) 873-70-27; +7 (495) 580-09-96. Materials are published free-of-charge. The editor's office gives one free copy of each Journal issue to each published author.

2. All materials accepted for publication are subject to scientific and literary review. During editing and preparation of the article for publication, minor corrections in style and terminology are made by the scientific editor in accordance with the rules established in the editor's office; major corrections are mandatorily reviewed by the author, or materials are returned to the author for correction. Please note that if the author fails to respond within five days to a request to review and correct an article, the editorial staff may publish a corrected version of the article, or may refuse to publish it.

3. By sending an article to the editor's office, the author expresses his or her intention to publish it. The editor's office shall confirm that the article can be published only after reading it and verifying that it is unique. By submitting the article, the author agrees that, if accepted for publication, the rights to the article will be transferred to the publisher, and the editor's office will possess exclusive property rights to the article, including proprietary pictures, figures, diagrams, tables and other copyright items. The author shall transfer the said rights to the editor's office for an indefinite period of time and for all countries in the world. The rights to the article shall be deemed transferred to the editor's office once the issue is approved for publication. The editor's office may assign the rights received from the author to third parties and may prohibit any use of the published materials by third parties. The author guarantees that he or she has exclusive rights to the materials transferred to the editor's office. If this guarantee is violated and claims are raised against the editor's office, the author shall settle any claims at his or her own expense. The editor's office is not liable to third parties for violations of this guarantee by the author. The author reserves the right to use his or her published material for personal, including scientific and educational purposes.