

Guidelines for Authors

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1. Aims and Scope

Acta Dermatovenerologica Alpina Pannonica et Adriatica (Acta Dermatovenerol APA) is an open access medical journal published quarterly by Association of Slovenian Dermatovenerologists. The journal aims to publish papers describing all aspects of research in dermatology and venereology (sexually transmitted diseases and infections). Acta Dermatovenerol APA invites submissions under a broad scope of topics relevant to clinical and experimental research and publishes original articles, reviews, case reports and clinical images.

2. Publication Charges

Acta Dermatovenerol APA is an open access journal. Open access publishing proposes a relatively new model for scholarly journal publishing that provides immediate, worldwide, barrier-free access to the full-text of all published articles. Open access allows all interested readers to view, download, print, and redistribute any article without a subscription, enabling far greater distribution of an author's work than the traditional subscription-based publishing model. The impact of the published work is greatly increased by the open access publishing.

Publishing in open access journals may not be financially feasible since article processing charges are often high. In Acta Dermatovenerol APA, we would like to promote original clinical and scientific research that would not be submitted otherwise due to authors' financial restrictions. Hence, we are pleased to inform you that all manuscripts submitted to Acta Dermatovenerol APA **from January 1st 2017 will be published free of charge.**

3. Article Types

The journal invites the following types of submissions: original articles, short reports, review articles, and case reports.

3.1 Original articles and Short reports

Original articles and Short reports are scientific reports of original clinical, laboratory or basic research. Original articles and Short reports should be organized as follows: Title page, Abstract, Introduction, Methods, Results, Discussion, Conflict of Interest, Acknowledgments, References, Tables, Figure Legends, Supplementary Material. A structured abstract should include the following headings: Introduction, Methods, Results, Conclusions, and should not exceed 200 words. Original articles and Short reports can be any length and there are no restrictions on word count or number of figures and tables.

3.2 Review articles

Review articles of high quality evaluating a disease, treatment or recent advances in clinical, laboratory or basic research are published in Acta Dermatovenerol APA. Review articles may be solicited by the Editor or may be submitted by authors for publication subject to peer review. Such reviews should be comprehensible to readers not intimately familiar with the subject under review, and should increase readers' interest and describe important recent developments rather than provide an encyclopaedic reference. Review articles must include an unstructured abstract not exceeding 200 words. Use of illustrations and figures is encouraged. Review articles can be any length and there are no restrictions on word count or number of figures and tables.

3.3 Case reports

Case reports describing dermatological or sexually transmitted disease/infection cases of particular interest are welcome. Case reports must include an unstructured abstract not exceeding 200 words. A reasonable number of coloured photographs may be included. Case reports can be any length and there are no restrictions on word count or number of figures and tables.

3.4 Letters to the Editor

Letters to the Editor will be considered for publication in Acta Dermatovenerol APA only exceptionally. Letters to the Editor are brief, provocative, opinionated communications, not necessarily documented, on a limited subject. Letters may report original data, critically discuss published articles, present hypotheses or present compelling clinical images.

4. Manuscript Submission

All manuscripts should be submitted online at the Acta Dermatovenerol APA Editorial Manager site. Electronic submission of manuscripts is mandatory. Manuscripts sent via email, fax or regular mail will NOT be considered.

Please log in to the Editorial Manager (<http://www.editorialmanager.com/acta-apa/>) to submit a new manuscript. Once logged in, click on "Submit New Manuscript" and follow the on-screen instructions. Detailed instructions are provided at our Editorial Manager site. For assistance with the site or questions regarding your submission, please contact the Editorial Office (office@acta-apa.org).

All manuscripts are subjected to review and editorial revision. Only previously unpublished manuscripts are accepted. Submission of an article for publication implies transfer of the copyright from the author to the journal upon acceptance. Accepted papers and accompanying material become the property of Acta Dermatovenerol APA and may not be published elsewhere without the written permission of the Editor-in-Chief. Manuscripts describing clinical studies should be accompanied by the documented approval of the Ethical Committee of the institution concerned.

Authors should preserve patients' anonymity and obtain his/her informed consent if publishing photos. In the case of children, the parents' consent is needed. Any sponsorship or a business interest that might pose a conflict of interests should be stated.

We have a policy of zero tolerance for plagiarism. All submitted articles will be automatically checked for plagiarism using plagiarism detection software. In case of plagiarism, article will be rejected without the possibility of revision or resubmission.

Complete submissions contain all items below, and submissions are dated according to receipt of all items. No editorial decision will be communicated to the authors until the submission is complete.

All submissions MUST include:

1. Manuscript prepared according to the guidelines (see below),
2. Copyright Transfer/Publishing and Authorship Form signed by ALL authors,
3. Manuscript Submission Checklist signed by the corresponding author.

Completed and signed forms should be scanned and uploaded to the Editorial Manager.

After the manuscript has been sent in for publication, it is not possible to withdraw it without the consent from the Editor in Chief.

5. Manuscript Preparation

Only original manuscripts will be considered for publication. Correctly prepared manuscripts enable faster review and publication procedures. Manuscripts must be submitted in English. All manuscripts should be checked by a native English speaker before submission.

Manuscript files can be submitted in DOC and DOCX formats. Text should be formatted in a single column and standard font size should be used. To avoid unnecessary errors, it is advised to use the "spell check" and "grammar check" functions. Repetition of information or data in different sections of the manuscript should be avoided. Manuscripts must be prepared according to the Article Types section, and, where appropriate, include:

5.1 Title Page

Essential information that should be included on the title page:

- The title of the paper, which should be concise and informative.
- A running title (max 40 characters).
- Authors' names and affiliations. Provide full names and addresses. Names of the institutions at which the research was conducted should clearly be linked to respective authors. In case of a change of the address, the change should be indicated as a footnote and "Present address" should be provided with the respective author's name.
- Corresponding author. Provide name, address, telephone number, fax number, and email address of the corresponding author. Contact details must be kept up to date.
- A statement of all funding sources that supported the work.
- Any conflict of interest disclosures.

- Classifications. Add at least 3 classifications of your paper to facilitate matching the manuscript with reviewers. Classifications have to describe the article type, section/category of your manuscript and the area(s) of your research/focus of your paper.

5.2 Abstract

Authors submitting original articles should note that structured abstract is required. The structured abstract should adopt the format: Introduction, Methods, Results and Conclusions. The abstract should not exceed 200 words.

Review articles and case reports require unstructured abstract. Abstract should contain no citations to previously published work and if possible no abbreviations. The abstract should not exceed 200 words.

5.3 Text

Manuscript should in general, but not necessarily, be divided into sections with the headings.

Abbreviations must be defined when first used in the main text, as well as when first used in table and figure captions. Try to avoid including abbreviations in titles and abstract.

5.4 Tables and Figures

Tables should be included at the end of the manuscript, each on a separate page. Figures must be submitted as a separate file or files. In text, refer to figures and tables as Fig 1, Figs 2–4; Table 1, Table 2. Each item must have a concise and descriptive title. Arrows and arrowheads should be used freely on figures to clarify findings. Authors are responsible for obtaining permission to reproduce figures or tables. When an individual is identifiable in a photograph, written permission must be obtained.

5.5 References and examples

References must be identified in the text as a number in parentheses at the end of a sentence. References should not be formatted as footnotes, but should appear in a list at the end of the text. References should be listed in numerical sequence as they are cited in the text. Format references as below, using standard (Medline) abbreviations for journal titles.

Note shortened form for last page number, e.g. 51–9. If there are more than 6 authors, the first 6 should be listed, followed by 'et al.' Further details about citing are available at Citing Medicine (<http://www.nlm.nih.gov/citingmedicine>).

➤ Journal articles:

Burk RD, Chen Z, Harari A, Smith BC, Kocjan BJ, Maver PJ, et al. Classification and nomenclature system for human alphapapillomavirus variants: general features, nucleotide landmarks and assignment of HPV6 and HPV11 isolates to variant lineages. *Acta Dermatovenerol Alp Panonica Adriat.* 2011;20:113–23.

Sivamani RK, Pullar CE, Manabat-Hidalgo CG, Rocke DM, Carlsen RC, Greenhalgh DG, et al. Stress-mediated increases in systemic and local epinephrine impair skin wound healing: potential new indication for beta blockers. *PLoS Med.* 2009;6:e12.

➤ Journal articles in a language other than English:

Petrovič A, Gale I, Žalar A. Dnevni vnos vode in pijač v Sloveniji. [Daily water and beverages intake in Slovenia]. Zdrav Vestn. 2011;80:657–67. Slovene.

➤ Conference publications, papers in proceedings:

Horrobin DF, Lampinskas P. The commercial development of food plants used as medicines. In: Prendergast HD, Etkin NL, Harris DR, Houghton PJ, editors. Plants for food and medicine. Proceedings of the Joint Conference of the Society for Economic Botany and the International Society for Ethnopharmacology; 1996 Jul 1-6; London. Kew (UK): Royal Botanic Gardens; 1998. p. 75–81.

➤ Dissertations and Theses:

Liu-Ambrose TY. Studies of fall risk and bone morphology in older women with low bone mass [dissertation]. Vancouver (BC): University of British Columbia; 2004. 290 p.

➤ Books:

MacDonald DD, Ben-Gashir MA, Robson AM. Dermatopathology. Malden (MA): Blackwell Publishing; 2005.

➤ Chapters in books:

Riffenburgh RH. Statistics in medicine. 2nd ed. Amsterdam (Netherlands): Elsevier Academic Press; c2006. Chapter 24, Regression and correlation methods; p. 44786.

➤ Internet sources:

Cohen, Bernard A.; Lehmann, Christoph U. dermatlas.org: Dermatology Image Atlas [Internet]. Baltimore (MD): Johns Hopkins University. c2000 - [cited 2011 Dec 15]. Available from: <http://dermatlas.med.jhmi.edu/derm/>.

6. Outline of the Production Process

Once a manuscript has been accepted for publication, the manuscript files are sent into our production system. The article is copyedited by a professional copyeditor. Once the article has been typeset, galley proofs are sent as PDFs to the corresponding author to check for serious errors of fact: errors in authors' names or affiliations, errors of scientific fact that would cause misunderstandings to readers, etc. Other correction requests will not be fulfilled. Corrections to scientific errors may require editorial approval and cause delays. Prompt return of the proofs by authors will ensure that the article stays on deadline. We may proceed with the publication of the article if no response is received.