

POLICIES FOR PUBLICATION IN LV

[1] AUTHORS

All UMANA members may submit an article for LV. Non UMANA members also may submit articles as guest authors by invitation. Guest author invitation is strongly encouraged for students, graduates, new applicants to UMANA, and for medical professionals in Ukraine.

For articles with multiple authors, each author should contribute in a significant manner (conception, design, data analysis, editing). All authors of an article should agree with its content.

[2] TOPICS

All topics related to health care are welcome. These include all medical specialties as well as non-medical disciplines, e.g. biochemistry, biology, dentistry, epidemiology, medical administration, legal medicine, pharmacology, physiology, public health, others.

[3] ARTICLE CATEGORIES

To provide prospective authors with a diverse selection of article types, articles should be assigned to one of the following categories (refer to **Table 1 below** for detailed description of each article category):

- A. ORIGINAL RESEARCH
- B. SYSTEMATIC QUANTITATIVE REVIEW
- C. SYSTEMATIC QUALITATIVE REVIEW
- D. NARRATIVE REVIEW
- E. CASE REPORT
- F. COMMENTARY
- G. ANNOUNCEMENTS
- H. CORRESPONDENCE
- I. PRESENTATION ABSTRACT

[4] FORMAT

Each article category will have a designated format.

The appropriate format is constructed from components as shown in **Table 2 below**.

[5] LANGUAGE

Articles written in either Ukrainian or English are accepted, Ukrainian encouraged. There will be no translations for bilingual versions [except for medical terminology as needed for clarity].

GUIDELINES FOR LV AUTHORS

Prospective authors need to submit the following documents in electronic format:

[1] full manuscript, all components on one file (Word Document)

Manuscripts should be of educational value or general interest, written in the format specified for selected article category [see **Table 2 below** for format specifications]

[2] Tables and Figures with corresponding legends (Power Point Document)

[3] Cover letter (Word Document) addressed to editor in chief at jumana@umana.org , containing the following information:

- Title of the manuscript
- Names of all authors, positions, titles, affiliations
- corresponding author's contact information
- description of each author's contribution
- statement that authors all agree with content of the article
- Statement of what new or significant information is presented in the article
- Designation of article class (e.g. Original Research, Review, Case report, etc.)
- Statement that manuscript or similar article was not published or submitted to another journal
- Disclosure of conflicts of interest and sources of funding (as applicable for selected class and format)
- Declaration of IRB approval and availability of signed consents (as applicable for selected class and format)

Submitted manuscripts will be presented for peer review by reviewers assigned on basis of specialty and expertise as appropriate. Acceptance for publication will be based on peer review outcome and reviewers' recommendations.

Table 1: Article categories

| CATEGORY | | DESCRIPTION |
|----------|--------------------------------|--|
| A | ORIGINAL STUDY | <ul style="list-style-type: none"> + Original scientific study providing new information regarding a question or problem + Proposes a hypothesis based on current state of knowledge, observations, and experiences + Applies scientific design for obtaining data to test the hypothesis + applies statistical methods of hypothesis testing to reach an evidence-based conclusion. |
| B | SYSTEMATIC QUANTITATIVE REVIEW | <ul style="list-style-type: none"> + original review and critical analysis of known published information + Structured around a <i>narrow topic</i> (e.g. "Treatment of Migraine Headaches") related to clinical or laboratory investigations (in contrast with the narrative review which addresses a broad topic or question). + Addresses controversies, uncertainties, disagreements, and differences in medical management + Integrates information derived from multiple studies with the purpose of providing a critical overview and evidence-based conclusions + Applies detailed rigorous methods (as recommended in the Cochrane Handbook of Systematic Reviews): [1] pose a well-defined question [2] access major databases (e.g. Medline, Embase, Sci Search) for selection of studies for review [3] applies criteria for selection or rejection of literature for review [4] groups reviewed literature based on methodological similarities [5] applies statistical analysis (meta-analysis) of numerical data taken from multiple studies [6] provides interpretation and discussion of findings |
| C | SYSTEMATIC QUALITATIVE REVIEW | <ul style="list-style-type: none"> + Review process same as for quantitative systematic review, except that: + reviewed literature contains non numerical data + does not apply statistical meta-analysis + Conclusions are based on observational interpretation rather than a statistical analysis |
| D | NARRATIVE REVIEW | <ul style="list-style-type: none"> + overview and summary of reviewed literature reporting current knowledge regarding a <i>broad topic</i> (e.g. "Causes of Headache") + Authors expected to have expertise on the topic reviewed + Presents historical context regarding a problem or question, with discussion of current standards of medical management, opinions, disagreements, controversies, and new perspectives + Does not use rigorous systematic methods or statistical analysis (in contrast to systematic review) + May express opinion or bias |
| E | CASE REPORT | <ul style="list-style-type: none"> + A report on a single or several patients with novel similar findings of educational value + adds to current medical knowledge + Author(s) should have personal involvement with reported patient(s) |
| F | COMMENTARY | <ul style="list-style-type: none"> + A report expressing expert opinion, observations, and experience of educational value on topics of current interest + Subject matter may include (but is not limited to) discussion of clinical questions, unique observations, advances in diagnostic or therapeutic procedures, participation in medical missions or other projects + Articles regarding medicine related news and events in Ukraine are highly encouraged + May be biased, does not require a scientific design or systematic methodology |

| | | |
|---|-----------------------|---|
| G | ANNOUNCEMENT | + Announcements and information regarding events of special interest or significance + includes (but not limited to) professional appointments, promotions, awards, achievements; obituaries |
| H | CORRESPONDENCE | constructive letter to the editor in response to an article published in a medical journal (LV or other), or to a subject discussed in the news media |
| I | PRESENTATION ABSTRACT | + An abstract of a presentation given at any UMANA Chapter event + abstracts of presentations given at an UMANA Scientific Meeting |

Table 2: Master format: components required for specified article categories

| FORMAT COMPONENT | COMPONENT DESCRIPTION | REQUIRED FOR ARTICLE CATEGORIES (Table 1): |
|------------------|---|--|
| TITLE | | ABCDEFGHI |
| AUTHORS | + Last name, first initial, middle initial + affiliations: institution, position, title + designation of corresponding author | ABCDEFGHI |
| ABSTRACT | summary of main text; limit 300 words | ABCDE |
| ABBREVIATIONS | As needed for clarity | ABCDEFGHI |
| KEY WORDS | 3-5 words for literature search | ABCDE |
| MAIN TEXT- | + limit 2000 - 3000 words for original research, reviews, case reports + limit 500 words for commentary, announcement | ABCDEFGH |
| Introduction | + purpose for the study, review, or report; background (historical context, known information, uncertainties, controversies, disagreements, + need for additional information | ABCDE |
| Objective | Rationale, key question, hypothesis | ABCD |
| Methods | Materials and study design: protocol, subjects, materials; process of literature selection (review articles): years of publication; data bases searched | ABC |
| presentation | Case <i>one or several patients; includes history, exam, pertinent labs, imaging, other procedures, treatments</i> | E |
| Results | presentation of information and data obtained from the study; statistical analysis and level of significance (for original research); statistical meta-analysis (for quantitative review) | ABC |

| | | |
|------------------------------|---|--------|
| Discussion | interpretation of results, key observation, new information gained, educational value strengths and limitations of the study | ABCDE |
| Conclusion | Summary, implications, potential applications of gained information, perspectives for future research | ABCDE |
| style | Free text | DFHI |
| ACKNOWLEDGMENTS | recognition for contributions of non-authors | ABCDE |
| DISCLOSURES AND DECLARATIONS | + disclosure of conflict of interest and sources of funding + declaration of IRB approval (for original research article), consents from participants or their guardians (for original research article) | ABCDE |
| REFERENCES | | ABCDEF |