Guidelines for Authors

Acta morphologica et anthropologica is an open access peer review international journal and publishes original articles, short communications, reviews, letters to the Editors. The aim of the journal is to provide a forum for cytological, histological, anatomical and anthropological research community in life sciences, including cell biology, immunobiology, pathology, neurobiology, environmental and toxicological research, reproductive biology, pharmacology, physical development and medical anthropology, paleoanthropology, anatomy, paleoanatomy, etc.

Contact details and submission

Manuscripts should be in English with total length not exceeding 10 standard pages, linespacing 1.5, justified with 2.5 cm margins. The authors are advised to use Times New Roman, 12 pt throughout the text. Pages should be numbered at the bottom right corner of the page. Manuscript submission is electronic only. The manuscripts should be sent to: iempam@bas.bg.

All correspondence, including notification for Editor's decision, requests for revision, is sent by e-mail. After acceptance of the manuscript a hard copy should be sent to Editorial Office address:

Institute of Experimental Morphology, Pathology and Anthropology with Museum Bulgarian Academy of Sciences Editorial Office of Acta morphologica et anthropologica Acad. Georgi Bonchev Str., Bl. 25 1113 Sofia, Bulgaria

Article structure

The article should be arranged under the following headings: Introduction, Material and Methods, Results, Discussion, Conclusion, Acknowledgements and References.

Title page – includes:

- **Title** concise and informative;
- Author(s)' names and affiliations indicate the given name(s) and family name(s) of all authors. Present the authors' affiliation addresses below the names. Indicate all affiliations with a lower-case superscript after the author's name and in front of the appropriate address. Provide the full postal address information for each affiliation, including the country name.
- **Corresponding author** clearly indicate who will handle the correspondence for refereeing, publication and post-publication. An e-mail should be provided.
- Abstract state briefly the aim of the work, the principal results and major conclusions and should not exceed 150 words. References and uncommon, or non-standard abbreviations should be avoided.

• **Key words** – provide up to 5 key words. Avoid general, plural and multiple concepts. The key words will be used for indexing purposes.

Introduction – state the objectives of the work and provide an adequate background, avoiding a detailed literature survey or summary of the results.

Material and Methods – provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated as a reference: only relevant modifications should be described.

Results – results should be clear and concise.

Discussion – should explore the significance of the results in the work, not repeat them. A combined *Results and Discussion* section is often appropriate. Avoid extensive citation and discussion of published literature.

Conclusions – the main conclusions of the study should be presented in a short section.

Acknowledgements – list here those individuals who provided help during the research and the funding sources.

Units – please use the International System of Units (SI).

Math formulae – please submit math equations as editable text, not as images.

Electronic artwork – number the tables and illustrations according to their sequence in the text. Provide captions for them on a separate page at the end of the manuscript. The proper place of each figure in the text should be indicated in the left margin of the corresponding page. **All illustrations (photos, graphs and diagrams)** should be referred to as "figures" and given in abbreviation "Fig.", and numbered in Arabic numerals in order of its mentioning in the manuscript. They should be provided in grayscale as JPEG or TIFF format, minimum 300 dpi. The illustrations should be submitted as separate files.

References – they should be listed in alphabetical order, indicated in the text by giving the corresponding numbers in parentheses. The "References" should be typed on a separate sheet. The names of authors should be arranged alphabetically according to family names, first the articles in Roman alphabet, followed by the articles in Cyrillic alphabet. In the reference list titles of works, published in languages with non-Latin alphabet, should be transliterated, original language must be indicated at the end of reference (e.g., [in Bulgarian, with English summary]). Articles should include the name(s) of author(s), followed by the full title of the article or book cited, the standard abbreviation of the journal (according to British Union Catalogue), the volume number, the year of publication and the pages cited, for books - the city of publication and publisher. In case of more than one author, the initials of the second, third, etc. authors precede their family names.

For articles: Davidoff, M. S., R. Middendorff, G. Enikolopov, D. Riethmacher, A. F. Holstein, D. Muller. Progenitor cells of the testosterone-producing Leydig cells revealed. -J. *Cell Biol.*, 167, 2004, 935-944.

Book article or chapter: Rodriguez, C. M., J. L. Kirby, B. T. Hinton. The development of the epididymis. - In: *The Epididymis - from molecules to clinical practice* (Eds. B. Robaire, B. T. Hinton), New York, Kluwer Academic Plenum Publisher, 2002, 251-269.

<u>Electronic books:</u> **Gray, H.** *Anatomy of the human body* (Ed. W.H.Lewis), 20th edition, NY, 2000. Available at http://www.Bartleby.com.

<u>PhD thesis</u>: **Padberg, G**. Facioscapulohumeral diseases. *PhD thesis*, Leiden University, 1982, 130 p.

<u>Website:</u> National survey schoolchildren report. National Centre of Public Health and Analyses, 2014. Available at http://ncphp.government.bg/files

Page charges

Manuscript publication is free of charges.

Ethics in publishing

Before sending the manuscript the authors must make sure that it meets the Ethical guidelines for journal publication of Acta morphologica et anthropologica.

Human and animal rights

If the work involves the use of human subjects, the authors should ensure that work has been carried out in accordance with *The Code of Ethics of the World Medical Association* (Declaration of Helsinski). The authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

All animal experiments should comply with the *ARRIVE guidelines* and should be carried out in accordance with the U.K. Animals (Scientific procedures) Act, 1986 and the associated guidelines *EU Directive 2010/63/EU* for animal experiments, or the National Institutes of Health guide for the care and use of Laboratory animals (NIH Publications No. 8023, revised 1978) and the authors should clearly indicate in the manuscript that such guidelines have been followed.

Submission declaration

Submission of the manuscript implies that the work described has not been published previously, is not considered under publication elsewhere, that its publication is approved by all authors, and that if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically, without the informed consent of the copyright-holder.

Contributors

The statement that all authors approve the final article should be included in the disclosure.

Copyright

Upon acceptance of an article, the authors will be asked to complete a "Journal Publishing <u>Agreement</u>". An e-mail will be sent to the corresponding author with the <u>Journal Publishing</u> <u>Agreement Form</u> or a link to the online version of this agreement.

Peer review

This journal operates a single blind review process. All contributions will be initially assessed by the Editor for suitability for the journal. All suitable papers are then sent to two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles.

After acceptance

Proof correction

The corresponding author will receive proofs by e-mail in PDF format and will be requested to return it with any corrections within a week.

Offprints

The journal provides free access to all papers in each volume that can be downloaded from the following website: http://www.iempam.bas.bg/journals/acta.html