

AUTHOR GUIDELINES

General requirements

This information is based upon the "Uniform Requirements for Manuscripts submitted to Biomedical Journals" which authors can find online www.ICMJE.org (translation into Russian language published in our journal earlier - 2010 volume 4, number 1).

Journal «Morphologia» publishes reviews and topical articles, lectures, original papers, case reports, review and comments on publications, manuals and monographs, materials in research methodology, announcements, news, reports, presentations, and materials on the history and chronicles in morphology.

Editorial office examines materials of publications in compliance with copyright and ethical norms of scientific publication (see Appendix 1).

Editorial Board accepts the materials written in

English, Ukrainian, and Russian languages.

When submitting a manuscript, authors should consider and disclose potential conflicts of interest or clearly state their absence (more information can be found in section «D. Conflicts of Interest» of the "Uniform Requirements for Manuscripts submitted to Biomedical Journals").

In the case when submitted manuscript contains personally identifiable information of study participants authors should provide their written permission to publish such materials.

In the manuscripts should be clearly indicated compliance with the principles of bioethics set in the Declaration of Helsinki and in the Law of Ukraine "About protection of animals from violent behavior" (№ 1759 -VI 15 Dec 2009) or equivalent documents of the national level of other countries.

Technical requirements for the manuscripts

Size of Review, critical articles or lectures should be from 12 up to 36 typewritten pages, original articles - from 8 up to 24 pages, including illustrations, other publications – on consideration with the editorial office.

The text is printed with 1.5 line spacing, font size 14, Times New Roman. Paragraph indent – 10 mm, all margins - 20 mm.

Article must be done in RTF or "document Microsoft Word».

The structure of the manuscript:

- UDC
- Title of the article (no abbreviations)
- Author (s): initials, surname
- The official name of the institution (affiliation), the city
- Data about communication of publication with the planned research project, foundation source, institutions, grants (if available)
- Summary in three languages (see Appendix 2)
- Text of the article

In the text of the original article authors should follow the sequence of mandatory components:

- o Background
- o Purpose
- o Materials and Methods
- o Results and discussion
- o The conclusion (or conclusions)
- o Prospects for further investigations
- o References (see Appendix 3)

In the text of the article all the physical units should be given in system SI, terms - according to the anatomical and histological nomenclature, names of diseases - according to the current International

Classification of Diseases, drugs - at the International Nonproprietary Name (INN).

All abbreviations at their first mention must be decrypted. Use of abbreviations in the title and abstract is not allowed.

A citation of the original documents in the text of the manuscript should be implemented in square parentheses indicating the sequence number in the list of references. Acceptable also to cite as: "... according to I.I.Ivanova et al [8], RT Smith and colleagues [12] ... ". Citations of several primary sources in the text should be separated as follows: "... [2; 4; 6-8]".

Article may contain diagrams, graphs and tables constructed by internal means of MS Word. Photoillustrations are submitted electronically as separate files in JPEG or TIFF. The text of the article should include drawings after the first reference to them, figure captions need to be done in the original language and in English mandatory.

The manuscript should be carefully edited by the authors. All articles are subjected to peer review procedure (see Appendix 4).

For primary expertise manuscript and information about the author (affiliation, position, scientific degrees and academic titles of authors) should be sent to the responsible editor by e-mail at: ivt-08@mail.ru. In case of article acceptance a printed copy of the manuscript and "Copyright Agreement" (see Appendix 5) both with the signature of the author for correspondence are sent by post to editorial office.

Copyright and ethical norms of scientific publications

By submitting material to the editor, the author assures the presence of his copyright in the manuscript and gives consent to the publication of the text and metadata (including the names and initials of authors, their affiliations and e-mail of the author for correspondence) in the journal, which includes distributing in print version, placing electronic copies on the Internet sites of the journal and specialized databases (including scientometric), translated into foreign languages. The author retains the right to use the material published in the journal for personal (scientific, educational) purposes. But reproduction of published materials by third parties in any form, including translation into other languages, is possible only with permission of the publisher with the obligatory indication of the full bibliographic reference.

When submitting a manuscript to the editors provide authors guarantee the absence of previously published or submitted for consideration in other scientific journals materials with similar content. Otherwise, authors should provide information of the earlier publication of the data contained in the article to the editor.

Appendix 2

Abstract of the article (Design rules)

Brief essays (from 40 to 80 words) on the Ukrainian and Russian languages should be provided. They must contain the names and initials of authors, title, objectives and methods of study, outcomes and main findings. After abstracts keywords (3 to 8 words or phrases) are listed in the nominative case, as well as the full official name of the institutions in which the authors work (affiliation). Use of abbreviations in the abstracts are not allowed.

Extended abstract (from 200 to 300 words) in English should be submitted with next mandatory elements: the actuality of research (Background), purpose (Objective), materials and methods (Methods), results (Results), findings or conclusions (Conclusion), keywords (Key words). English version of the names and initials of the authors, their affiliation, article title and keywords must be in compliance with the original article.

Because of the processing of the metadata of each article by scientometric databases authors should pay especial attention to the particular importance of careful designation of names of institutions and authors, as it affects the success of their identification and calculation of scientometric indicators.

References (Rules and examples of the list)

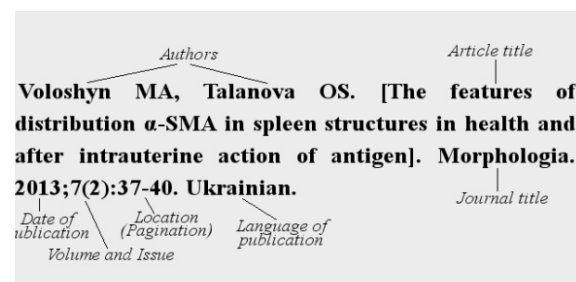
All references cited in the paper must be arranged in a list in order of their first mentioning in the text. Abbreviations of journal titles are provided in accordance with the standards of Index Medicus (http://www.wsulibs.wsu.edu/general/journal_abbreviations.html). The author is responsible for the accuracy of the data provided in the bibliography.

Each used bibliographic source must be designated in the text (in square parentheses). References to unpublished work or materials as a manuscript (dissertations, reports) are not allowed.

Each source in the list should be composed an international standard format National Library of Medicine (NLM). In case of presence of the electronic copy of the cited document in the Internet, it is desirable to place the URL of the document at the end of the reference, also indicate the DOI and PMID of the article if it is available. When citing periodicals, with more than one title, preference should be given to English one.

Quick start guide on the arrangement of standard references in accordance with international requirements of NLM.

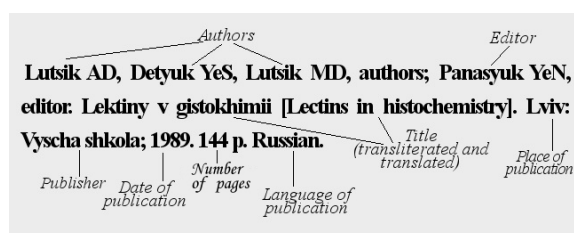
Reference to an article published in a periodical:



All authors should be indicated, separate them with a comma and a space. Initials are placed after the surnames, they are not separated by punctuation. Full names of the authors are not given. After the list of authors put a dot and a space. Article title written in English is given in square parentheses. After the title of the article put a dot and a space. For publications originally written in English title is not placed in square parentheses. Indicate journal title in English or by transliteration with symbols of the latin alphabet. It is possible to use the registered abbreviation of the periodical title. The title of the journal is preceded by a point and a space. Publication Information: year of publication separated by a semicolon, and then the volume number, the number of issue, placed in parentheses and after them put the colon and pageination. For an article published not in English, at the end of the reference indicate the original language. Additional information about the article - DOI, PubMed ID ,

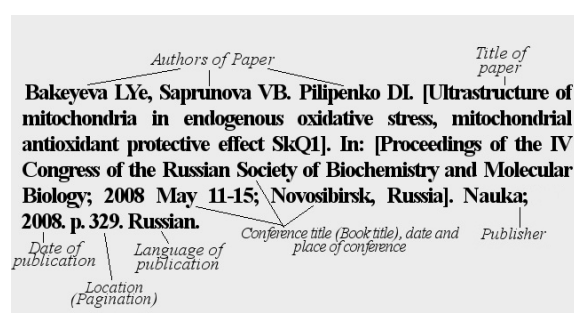
and so on could be added at the end.

Reference to a book:



All authors should be indicated, separate them with a comma and a space. Initials are placed after the surnames, they are not separated by punctuation. Full names of the authors are not given. The authors of the first and second range are separated by semicolon. The authors of the second range – editors, translators. After the list of authors put a dot and a space. Book title: original name in English or transliteration/translation with the symbols of latin alphabet in square parentheses. After book title there is a dot and a space. Number of issue (in format 1st, 2nd, 3rd, 4th), additional information about issue reviewed (rev.), enlarged (enl.), representational (repr.) etc. The first edition is mentioned only in case of assured existence of more than one editions of this book. Place of publication - specify the city and if it is important - country in parentheses. After specifying the place of publication there is a colon and a space. Publisher indicated in Latin transliteration or in its English name. After publisher there is a semicolon and a space. Year of publication, after pointing it put a dot and a space. The book pages (for example, 568 p.), after it put a period and a space. For a book published not in English, at the end of the reference indicate the original language.

Reference to a conference materials:



All authors should be indicated, separate them with a comma and a space. Initials are placed after the surnames, they are not separated by punctuation. Full names of the authors are not given. After the list of authors put a dot and a space. Publication title written in English is given in square parentheses. For publications originally written in English title is not placed in square parentheses. After the title of the publication put a dot and a space. Connecting phrase – «In:». Name of the conference written in English

in square parentheses. For the conferences originally named in English the name is not placed in square parentheses. After the title, put a dot and a space. The most comprehensive data about the conference should be indicated - dates, place and so on. Publisher - the city of the publication and publisher name transliterated with Latin alphabet or English name. After specifying a publisher put a semicolon and a space. Year of publication with a dot and a space. For materials published not in English, at the end of the reference indicate the original language.

Reference to a patent:



All authors should be indicated, separate them with a comma and a space. Initials are placed after the surnames, they are not separated by punctuation. Full names of the authors are not given. After list of authors (inventors) put the coma and word ‘inventor’ or ‘inventors’, then the semicolon and space. Assignee – put the name of person (the same rules as for the inventor) or the name of organization, then put coma and the word ‘assignee’, than dot and space. The title of the invention; put a dot and a space after it. Index(es) of the International Patent Classification given after Int. Cl., If more than one - separated by a semicolon. After specifying all the indices put a dot and a space. For materials not published in English at the end of the reference indicates the original language.

Appendix 4

Peer-review policy

All scientific articles submitted to the journal are subject to peer review procedure. Editorial office use the model of double-blind peer review, in which neither the author nor the reviewer are informed about each other's identity. Until the moment of publication of the article the reviewer does not disclose its contents and does not express publicly personal views about submitted information. If the reviewer considers it necessary to decline the article of return it to the author for correction, the editor considers the comments and make decisions about it. After correction by the author the article passes the process of peer-reviewing again.

The editorial staff reserves the right to shorten articles and make some corrections, including changing the style but not the content of the work. The changes are made after consent of the author.

Appendix 5

Copyright Agreement

(Document to be signed by the author)

Submitting manuscripts to the journal "Morphologia" authors agree to share copyrights for use the manuscript (all supplemental material, particularly protected objects such as photos, drawings, diagrams, tables, etc.), including the reproduction in the press and distribution via the Internet; translation of the manuscript into any language; export and import of journal copies to making available for public. Authors convey the rights mentioned above to editorial office without any temporal or territorial limitation.

The authors guarantee that they have the exclusive rights to use the material transferred to editorial office. Editors are not responsible to third parties for contraventions of warranty given by authors. The author retains the right to use the published material, fragments and parts for personal, including research and educational purposes. The considered rights are

transferred to the editorial office since the moment of signature the current issue for publishing. Reproduction of materials published in the journal, by other individuals and legal entities is possible only with the consent of editorial office, with the obligatory indication of the full bibliographic reference of the primary publication.

I (responsible author) confirm that I am sufficiently involved in developing the concept/design of this work, data analysis and writing of the manuscript for taking responsibility for it. I have read the final version of the manuscript and approved it for publication. Neither manuscript with similar content has not been published under my authorship and is not considered for publication in other publications. I am also familiar with the above mentioned conditions of publication of a manuscript and I accept them.

Date, signature

Address of the editorial office: 49005, Ukraine, Dnipropetrovsk, Sevastopolska str., 19.
Editorial office of the journal «Morphologia/Морфологія».
Tel.: 0974584284.
E-mail: ivt-08@mail.ru; j.morphology.dp@gmail.com.