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## Instructions to Authors

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The journal publishes review articles, original papers, case reports, technical briefs as well as short communications like letters to the editor, opinions, book reviews, personal reports and others.

**Contributions should be submitted in quality electronic files. Although e-mail submissions are preferred, manuscripts exceeding 10MB are accepted on electronic media** or through electronic disposal (e.g. <http://www.uschovna.cz>). Authors are required to submit an electronic manuscript together with its PDF format. The corresponding author must provide simultaneously with the submitted manuscript written declaration to the address of the editorial office below (Check list of the manuscript submitted to the journal *Klinická biochemie a metabolismus*, Attachment No. 2) in which signs that the manuscript has not been published previously and will not be submitted to any other journal. In the enclosure of the check list each author signs a declaration that he/she agrees with the publication of the manuscript in the journal *Klinická biochemie a metabolismus*. The corresponding author guarantees compliance with the rules of publication ethics excluding plagiarism.

Signing the check list the corresponding author agrees with publication of his/her e-mail address and address for correspondence.

**The manuscript can enter the review process when Checklist of the manuscript submitted for publication in the journal *Klinická biochemie a metabolismus* including attachment signed by all authors is received.**

All manuscripts must be prepared in accordance with the technical requirements stated within these Instructions. Receipt of manuscripts by the editors will be acknowledged by e-mail or letter. Authors may be asked to provide missing data and they will be informed about the beginning of the review process. Manuscripts are evaluated by peer reviewers (referees) whose identities are kept confidential. Decisions on acceptability including some parts of referee reports will be communicated after the review process is complete. Manuscripts requiring revision will be returned to authors, the requested alterations will be specified and authors will receive advance notice of the revised manuscript's inclusion in the press release. Editors will inform authors about the status of the submitted manuscripts and all versions of the manuscript during the editorial process are archived.

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on the reviewers' recommendation. Authors' responses to reviewers' comments are necessary but responsibility for the final language revision and layout as well as the order in which manuscripts will be published lies with the editor.

Unsolicited manuscripts and their supplements will not be returned to authors.

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**Review article** should not exceed 15 pages with 35 references, **original paper, case report** or **technical brief** no more than 10 pages and up to 30 references, and **short communication** up to 2 pages. Moreover, short communications and letters to the editor may contain one figure or table and no more than a total of 5 references. Studies on patients require following procedures that are in accordance with the latest version of the Declaration of Helsinki (World Medical Association, <https://www.wma.net/>) and the national ethics committee. No patients' names, their initials or registration numbers should be stated. All research studies must be approved by the ethical committee and informed consent must be obtained from all subjects. Patients presented in case reports must always sign informed consent. When conducting experiments on animals, the studies must be approved by the committee for protection of the rights of laboratory animals and authors should adhere to the national requirements for the care and use of laboratory animals.

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**Title page** should include: the title of the article, the authors' surnames and initials of first names and the full name of the institution where the work was done. You can also state an acknowledgement of grant support, sponsors, individuals or institutions that provided some help in the preparation of the study.

At the beginning of your contribution provide a structured abstract in English.

**Structured abstract** consists of the following headings:

*Objective:* authors describe the problem and state the aims of their investigation, hypothesis ...

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*Material and methods:* description of the studied set, inductive and elimination criteria and statistical methods used

*Results:* achieved experimental results including quantified outcomes

*Conclusion:* overall conclusions based on the work reported, summary of the main points

*Key words:* up to 5 using the entries from Index Medicus

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Address for correspondence with editorial office:

*Ing. Jaroslava Vávrová, Ph.D.*  
vedoucí redaktorka časopisu KBM  
<https://casopiskbm.cz>

*e-mail: vavrovaj@lfhk.cuni.cz; jaroslava.vavrova@fnhk.cz*

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## Attachment 1

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### Examples of references:

1) *Citation of an article in serial volumes*

**Bergenstal, R. M., Beck, R. W., Close, K. L., Grunberger, G., Sacks, D. B. et al.** Glucose Management Indicator (GMI): A New term for estimating A1C from continuous glucose monitoring. *Diabet. Care*, 2018, 41, s. 2275-2280. <https://doi.org/10.2337/dc18-1581>.

2) *a monograph publication*

**Svačina, Š.** Metabolic Syndrome. *Prague: Triton, 2001, 184 p. ISBN (if available).*

3) *a contribution to a monograph publication*

**Mašek, Z.** Biochemical Examination in Reproductive Endocrinology. In Schneiderka, P. et al. Chapters from Clinical Biochemistry. *Prague: published by Karolinum, 2000, pp.178-194.*

4) *an article or abstract from a symposium or workshop proceedings*

**Tallová, J., Tomandl, J., Bičíková, M., Hill, M.** Changes of Concentration of Homocystein in Plasma during Menstrual Cycle. *In Proceedings of the Second Symposium of Hyperhomocysteinemia. Prague, 1999, p.25.*

### Information about the location/placing of electronic documents

- *a reference to an electronic monograph*

**Olson, Nancy (ed.)** Cataloguing Internet resource: A Manual and Practical Guide [on line]. 2<sup>nd</sup> ed. Dublin: OCLC, c1997[cit. 2003-04-09]. Accessible from WWW: <<http://www.oclc.org/oclc/man925cat/toc.htm>>. ISBN 1-556553-236-9.

- *citation of an online document (unknown author)*

Long-term Plan of Charles University in Prague [online]. 1999-09-09 [cit. 2001-11-201]. Accessible on WWW: <<http://certik.ruk.cuni.cz/asuk/dlouhodoby/zamer.html>>

### Serial electronic volumes

- reference to an online journal

**JEP:** The Journal of Electronic Publishing [online]. *Ann Arbor (MI): University of Michigan Press. 1995-[cit. 2003-04-02]. 12 times a year. Accessible also from WWW: <<http://www.pres.umich.edu/jep/index.html>. ISSN 1080-2711.*

- reference to the online version of a printed journal

**Forum:** the journal of Charles University, Prague: *Charles University, 1995-. fortnightly,also accessible on WWW: <<http://enlil.ff.cuni.cz/>.*

## Attachment 2

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Address including postal code:			
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Both electronic version and paper printout are provided			Yes No
Both electronic version and PDF version are provided			Yes No
The abstract is structured according to instructions			Yes No
Structured abstract in English is provided			Yes No
Key word are given			Yes No
SI units are used			Yes No
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The research study was approved by the ethical committee and informed consent was obtained.			
Patients presented in the case reports signed informed consent.			
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