

ARTICLE SUBMISSION GUIDELINES FOR PUBLICATION IN THE JOURNAL «MEDICAL RADIOLOGY AND RADIATION SAFETY»

1. Papers on all areas of medical radiology and radiation safety are acceptable for publication. Papers can be experimental, clinical, theoretical or conceptual ones as well as reviews of literature of discussible, historical or chronicle character and information on issues of medical radiology and radiation safety; overviews or chronicles are acceptable too.

2. Editorial board uses electronic documents. Articles should be sent by the e-mail: medradiol@yandex.ru.

To send material to the editor by e-mail, it is recommended to create a separate folder containing an article file (doc format) and image files (gif / tiff / png / jpeg formats). Before sending by e-mail, the folder should be compressed with the zip / rar archiver. Send the entire archived folder at once.

3. The word processor software of *Word for Windows* is recommended, save as Version Document Word 97–2003 (via the command save as -> select the desired extension from the drop-down menu); the font of *Times New Roman 12 regular* and 1.5 line spacing are recommended. The paragraph spacing of 0.6 cm should be pre-established applying "Format – Paragraph – Paragraph Spacing". The left margin levelling of the page text should be done without word's breaks; document margins are 2 cm. Dots at the end of headers (including author family names) as well as at the end of separate sentences (headers of tables, pictures, picture inscriptions etc.) should not be placed.

4. The first page of the paper (no number) should be started from initials and family names of authors (this very order); the endpoint dot is absent and the bold font is used. If co-authors are affiliated by different institutions, the footnote 1, 2 etc. should be put at the end of co-author family name with correspondent link number at the beginning of the institution name.

In one line spacing, the upper case letters should be used to print the TITLE OF THE PAPER.

The next items (in one line spacing) are initials and family names of authors (in English) and (after one more line spacing) the title of paper (in English) written in upper case letters. All the words in English title, except prepositions, ligaments and articles, should start with capital letters. Then keywords (in Russian and then in English) should be provided:

Keywords: [in light *italic* font] (in Russian)

Then the name(s) of institution(s) and the e-mail address of the author in-charge should be provided (obligatory for all employees).

In connection with the forthcoming inclusion of the journal in the Scopus bibliographic database it is necessary additionally to write name of each author, position, academic degree, academic title, membership in international professional associations and organizations.

For example:

L.K. Petrov – Deputy Director, Corr. Member of RAS, Prof., D. Sci. Med., UNSCEAR Member

At the bottom of the page the author communication information should be provided to solve the editorial issues: mail address (including post index), numbers of telephone (including home telephone number), facsimile and e-mail address. This information is only for the editorial board.

5. On the second page (with page number) the Russian language abstract should be placed.

ABSTRACT

Purpose:

Material and methods:

Results:

Conclusion:

The names of abstract parts should be underlined. After the colon the text should start from Upper case letter. The abstract should contain the essence of work done as well as the major numerical information; the size of the abstract should be less than one page (1.5 line spacing). Any abstracts exceeding the word limit will be sent back for adaptation.

6. The paper body text should be started at page 3. As a rule, papers of experimental, clinical and theoretical conceptual character should not exceed a total of 15 pages, reviews should not exceed a total of 25 pages. Papers of experimental or clinical character should have the following parts (no dots after part titles, levelling on left margin, bold font of 12):

Introduction

Material and methods

Results and discussion

Conclusions (list of items)

LITERATURE REFERENCES

Papers of theoretical and conceptual character usually do not have section of Material and methods.

Literature reviews have: Introduction, Sections on separate issues under discussion and Conclusion.

Instead of Abstract, the CONTENTS should be provided and include list of these sections. The number of references in the original papers should not exceed 10–15, in the reviews it should not be more than 50–60.

The long ("–") and short ("–", in multiple part word) dashes should be distinguished. All syntax signs should be followed by space. To enter a dash press Ctrl + hyphen at the top right on the right (digital) keypad, to enter a hyphen press a sign on the base or on the right numeric keypad.

7. The words of *Table 1* should be written in light italic and placed at the left above the table. The next line should contain the topical name of the table (in bold lower case letters) with central levelling; the table cells should not be shaded. The decoding of symbols and/or acronyms given in the table should be done by Note: (started from the upper case letter and written in bold font), which should

be placed under the left lower corner of the table. The note text should not be underlined. If the table cell(s) does not contain any data the long dash “–” should be placed (no short dash “-” should be placed). The text itself of the note should be light, without underscores. At the end of the Note no point is places.

All formulas should be typed in a mathematical editor Word MS Equation. Formulas should be written in regular font at the right margin of the manuscript, and enclosed in parentheses. Each table and each figure should be on separate pages.

8. All graphs and diagrams in the picture are accepted in black – white or colour and they should be done applying MS Excel or MS Word diagrams. Color graphics and illustrations are reproduced in the magazine. In all cases, charts and graphs should be placed on a white field. The grey or colour scale pictures and photographs of good clarity and contrast and resolution of 300 pixels/inch at least should be saved in tiff/jpeg/png/gif format and attached as separate files (pictures should not be placed just into the Word document!). Mark for the maker-up the top and bottom of the photo if it may be difficult for layout. It is recommended not to overload pictures with inscriptions in picture field: it is preferable to number different elements of image and decode these numbers in the picture underneath text. Similar fragments of the picture should be marked by lower case Cyrillic letters: *a, б, в* etc.; picture files can be compressed by common used archive software. All inscriptions on pictures, graphs and diagrams (including coordinate axis inscriptions) should be done in Russian only. Decimal fractions in the coordinate axes and on the pitch of the pattern are separated by commas, not by a point. The text reference to the pictures and tables should be as follows: Fig. 4 or Table 2.

9. LITERATURE REFERENCES should be placed after the body text and formatted as the numbered list of bibliography references in the reference **order in the body text of the paper irrespectively** to their language of quoting or inscription. In case of four and more authors only 3 first authors should be written and «et al» should be added. Than the title of paper and bibliography data should be provided. The name of periodical publication (journal) or compendium should be preceded by // (double slash). Journals should be named according to common used acronyms; monographs and compendium names should be given in full.

Started from 2016, a simplified design of the bibliographic description of literature references, adopted in Russian academic journals, was introduced.

After the name of journal the year, volume (bold regular font, “Vol.” should not be written), number of issue (no brackets), initial and final page numbers of quoted paper (separated by long dash and without spacing) should be given. The name of monograph, separate report, dissertation etc. should be followed by the place of publishing, publisher or organization, and the year of publication Italics and bold are not used for the references.

Please, follow to the examples below:

1. Иванов И.А., Петров П.А., Никитенко Н.А. и соавт. Лучевая терапия рака пищевода // Мед. радиол. и радиац. безопасность. 1996. Т. 41. № 6. С. 14–17.
2. Иванов И.А., Петров П.А., Никитенко Н.А., Коломийцев Н.П. Стресс при подготовке статей. – СПб.: Медицина. 2000. 820 с.
3. Лягинская А.М., Романова Л.К., Покровская М.С. Опасности облучения плода // В сб.: «Репродуктивное здоровье женщины и потомство в регионах с радиоактивным загрязнением». Под. ред. М.Я. Федорова, В.И. Краснополяского. – М.: Медицина. 1997. С. 246–260.
4. Караваев П.И. Топометрическая подготовка онкологических больных к конформному облучению. – М.: Автореф. дисс. докт. мед. наук. 2007. 32 с.
5. Akiyama M. Role of somatic mutations for risk evaluation // In: Proc. of Fukui Workshop on Health Risks: Perspectives. Ed. by T. Sugahara, K. Torizuka, S. Kobayashi, Y. Ishii. Kyoto: Health Research Foundation. 1992. P. 172–175.
6. Author A.A., Author B.B., Author C.C. et al. Radiation and health // Lancet. 1999. Vol. 109. Suppl. 3. № 5, P. 2–5.
7. Otake M., Schull W. Radiation-related small head sizes among prenatally exposed atomic bomb survivors. TR 6–92. Hiroshima: RERF. 1992. 87 pp.
8. World Health Organization. Environmental Health Criteria *2.5, Selected Radionuclides. Geneva: WHO, 1983, 234 pp.

For citations from the Internet, the same rules are applied. However, it is necessary to indicate the date of access to electronic resources as the existence of most websites is limited.

If there is DOI pointer, it should be brought immediately after the end of the bibliographic data for a specific literary reference.

When referencing to our journal it is necessary to write its volume referenced. Please, see below volume numbers according to years: 1980 – Vol. 26; 2008 – Vol. 53; ... 2016 – Vol. 61; 2017 – Vol. 62.

10. In accordance with the requirements of Scopus after the main list of literature on a separate page there is an English text:

- 1) Initials and surname of authors;
- 2) Name of article in lower-case type (all words in the English name of articles should be named with an upper-case except prepositions, links and articles);
- 3) Three lines below – key words in English:
Keywords: [*in light italic font*] (in English)
- 4) Abstract in English and literal compliance between Russian and English abstracts are not required.

ABSTRACT

Purpose:

Material and methods:

Results:

Conclusion:

5) Name of each author, position, academic degree, academic title, membership in international professional associations and organizations. For example:

L.K. Petrov – Deputy Director, Corr. Member of RAS, Prof., D. Sci. Med., UNSCEAR Member

6) Name of the institution

7) In connection with the inclusion of the journal in the Scopus bibliographic database at the end of the article the same list of sources is given, only Russian-language publications are given in English translation.

Example of REFERENCES in the Vancouver style:

Articles in journals

1. Standard journal article

List the first six authors followed by et al. (Note: NLM now lists all authors.);

Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med*. 2002 Jul 25;347(4):284-7.

More than six authors:

Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res*. 2002;935(1-2):40-6.

Optional addition of a database's unique identifier for the citation:

Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med*. 2002 Jul 25;347(4):284-7. PubMed PMID: 12140307.

Forooghian F, Yeh S, Faia LJ, Nussenblatt RB. Uveitic foveal atrophy: clinical features and associations. *Arch Ophthalmol*. 2009 Feb;127(2):179-86. PubMed PMID: 19204236; PubMed Central PMCID: PMC2653214.

Optional addition of a clinical trial registration number:

Trachtenberg F, Maserejian NN, Soncini JA, Hayes C, Tavares M. Does fluoride in compomers prevent future caries in children? *J Dent Res*. 2009 Mar;88(3):276-9. PubMed PMID: 19329464. ClinicalTrials.gov registration number: NCT00065988.

2. Organization as author

Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. *Hypertension*. 2002;40(5):679-86.

3. Both personal authors and organization as author (List all as they appear in the byline)

Vallancien G, Emberton M, Harving N, van Moorselaar RJ, Alf-One Study Group. Sexual dysfunction in 1,274 European men suffering from lower urinary tract symptoms. *J Urol*. 2003;169(6):2257-61.

Margulies EH, Blanchette M; NISC Comparative Sequencing Program, Haussler D, Green ED. Identification and characterization of multi-species conserved sequences. *Genome Res*. 2003 Dec;13(12):2507-18.

4. No author given

21st century heart solution may have a sting in the tail. *BMJ*. 2002;325(7357):184.

All variants of the list of references can be found on the website of the journal «Medical Radiology and Radiation Safety» in the column «Rules for authors». Journal website: <http://www.medradiol.ru> or Samples of Formatted References for Authors of Journal Articles https://www.nlm.nih.gov/bsd/uniform_requirements.html

Check accuracy of translation of full names of authors, article titles and publications in the PubMed database or in

the originals of publications. If they are not available, use the translator in the Google search engine.

In order to send the materials to the editorial board via email, it is recommended to create a separate folder with the files of the article (.doc format) and the images (formats gif / tiff / png / jpeg). You should compress your files to the ZIP/RAR format and send them as one document.

11. There are accepted abridgements, acronyms and symbols that correspond to existing standards. Other abridgements are permitted. Please, note the absence of dots after the majority of abridgements.

General: year – y. (with dot); years – yy. (with dot); thousand – th. (with dot); absolute unit – abs. unit; units – u.; that is – i.e.; and so on – etc.; part – p.; volumetric percentage – vol. % (with dot); month – mo; week – wk; day – d; hour – h; minute – min; second – s; kilogram – kg; gram – g; milligram – mg; microgram – µg; litre – L; millilitre – mL; microliter – µL; kilometre – km; metre – m; centimetre – cm; millimetre – mm; micrometre – µm; nanometre – nm; billion – bn; million – mn; temperature – 42 °C or 315 K (separately from the number as same as percentage, %); pascal – Pa; kilohm – kOhm; volt – V; kilovolt – kV; amper – A; milliamper – mA; fractions like nmol/L, mg/kg, MBq/km² are written with dash.

ICRP – International Commission on Radiological Protection; ICRU – International Commission on Radiation Units and Measurements; IAEA – International Atomic Energy Agency; UNSCEAR – United Nations Scientific Committee on the Effects of Atomic Radiation; CI – Confidence Interval.

Radiation physics: becquerel – Bq; megabecquerel – MBq; gray – Gy; application of non-SI units of radioactivity, curie (Ci), millicurie (mCi), microcurie (µCi) is not recommended; sievert – Sv, millisievert – mSv; tesla – T; electronvolt – eV, kiloelectronvolt – keV, megaelectronvolt – MeV; radionuclide symbols are written as ¹³⁷Cs, ^{99m}Tc (“m” is Latin!) or cesium – 137, technetium – 99m but not like Cs¹³⁷, Tc^{99m}; gama radiation, beta particles, alpha particles – Greek letters are permitted; potential on X ray tube in peak kilovolts – kVp; half attenuation layer – HAL; 6 MV bremsstrahlung radiation but bremsstrahlung radiation of 6 MeV maximum energy; photoelectric multiplier – PEM; semiconductor detector – SCD; thermoluminescent dosimeter – TLD; IR – infrared; UV – ultraviolet; HF – high frequency; UHF – ultrahigh frequency; nuclear power plant – NPP.

Diagnostic radiology: USI – ultrasound imaging; MRI – magnetic resonance imaging; MRS – magnetic resonance spectrometry; ESR – electron spin resonance; X-ray CT – computer tomography (X ray computer tomography); digital subtraction angiography – DSA; X ray image amplifier (IA); devices with charge sensitive response – CCD (for instance, digital X ray detector with CCD matrix); metal – oxide – semiconductor – MOS (for instance, MOS capacitor); electronic optical transformer – EOT; exposition is measured in mAs; picture archive and communication system – PACS.

Nuclear medicine: single photon emission computer tomography – SPECT; combined SPECT – CT scanner;

positron emission tomography – PET; radioimmunological assay – RIA; gamma camera, gamma tomography machine; radionuclide diagnosis – RND; radionuclide therapy – RNT; radiopharmaceutical agent – RPA, modulation transfer function – MTF; spatial resolution is measured in mm of FWHM (full width at half maximum of sensitivity function peak for point radiation source); fluoride desoxiglucose – FDG.

Radiobiology: relative biological efficiency – RBE; linear energy transfer – LET; cumulative radiation effect – CRE; oxygen amplification factor – OAF; deoxyribonucleic acid – DNA; ribonucleic acid – RNA; linear quadratic model – LQM; lethal dose – LD; acute radiation syndrome – ARS, chronic radiation disease – CRD.

Radiation therapy: radiation therapy – RT; intraoperative radiation therapy – IORT; intensity modulated radiation therapy and image guided radiation therapy – IMRT and IGRT; total focal dose – TFD; single focal dose – SFD; source to skin distance – SSD; multileaf collimator – MLC; dose – time fractionation factor – DTF; dose – volume histogram – DVH. It is not recommended to use centigray (cGy) and centisievert (cSv) units, Gy and Sv or mGy and mSv should be used instead.

Radiation safety: radiation safety – RS; radioactive waste – RW; minimal significant activity (at the workplace) – MSA; radiation accident – RA; radiation safety standards – RSS; sanitary rules and norms – SRN; ionizing radiation source – IRS.

General medicine: central nervous system – CNS; arterial tension – AT; ischemic cardiac disease – ICD; circulated blood volume – CBV; erythrocyte sedimentation rate – ESR; electrocardiogram – ECG; red bone marrow – RBM; blood-brain barrier – BBB; gastrointestinal tract – GL; myocardial infarction – MI; prostate specific antigen – PSA.

Non-standard acronyms should be avoided, when authors consider them as common used but they are not familiar to the journal audience majority. The abridgement should be introduced in brackets only at first inclusion of this term in the abstract and/or in the paper body text. The application of any (even common used) acronyms is not permitted in the title of paper.

The use of abbreviations in the title of the article is unacceptable, except for clumsy standard ones, for example, SPECT/CT, PET/MRI, UNSCEAR and others. The total number of abbreviations in the article should not be more than five.

12. Leave only significant numbers. For example, if the expected number of cases is 7.2, and there were only 11 observed cases, their ratio is expressed as 1.53 or even 1.5, but not as 1.5277. Please indicate no more than two figures in the decimal point for the measurement results. In the standard deviation or error of the mean there should be not more decimal places than the average. For statistical processing please explain whether it is a standard deviation or standard error (error) average. Specify the name of the statistical criterion for judging the authenticity.

Remember that invalid digits after comma do not indicate the accuracy of the study, but a low methodical level of work as a whole.

“Single” numbers up to 10 are recommended to write in words, rather than in numbers.

Do not forget to use superscripts and subscripts in Word. For example, ^{99m}Tc radionuclide, $T_1N_0M_0$ tumor stage, SUV_{max} indicator, T_2 -weighted MRI, carbon dioxide CO_2 . The percent signs %, temperature degrees and abbreviations of physical units are written separately from the number, for example: 42 %, 65 Gy, 370 MBq, 24 °C.

13. The style of the paper material presentation should correspond to generally accepted literature language norms. Please, read thoroughly the paper text before dispatching it to the journal and correct all revealed mistakes.

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The magazine “Medical Radiology and Radiation Safety”, published since 1956 and distributed by subscription as well as through the Chamber of Books, is an open scientific journal and is included in the Russian High Attestation Commission list of scientific journals recommended for publications of the research results.

In addition, the journal was listed in the Russian Science Citation Index (RSCI), hosted on the platform of the Web of Science database, and international bibliographic database Scopus.

Editorial board of the journal informs that it is not responsible for the information presented by the authors referring to state-secret information or to the information of restricted distribution, as well as confidential information of scientific and technological advances which may be the subject of an invention or know-how.

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