

INSTRUCTIONS TO AUTHORS AND REVIEWERS

The journal *Epidemiologie, mikrobiologie, imunologie* (*Epidemiology, Microbiology, Immunology*) provides insights into these disciplines and state-of-the art knowledge. It is intended for specialists in these areas but can also be of interest to other health care professionals. The journal *Epidemiologie, mikrobiologie, imunologie* accepts manuscripts in Czech, Slovak, or English. It is issued quarterly.

In 2012, the journal *Epidemiologie, mikrobiologie, imunologie* was awarded its first impact factor. It continues keeping it which is not only a privilege but also a responsibility. The impact factors are not awarded on a permanent basis but are calculated yearly so that a journal's impact factor may be gradually growing or may be even lost. The submission of high quality papers is a challenge to both authors and reviewers. The Editorial Board of the journal *Epidemiologie, mikrobiologie, imunologie* encourages and appreciates the authors' efforts to submit their manuscripts for publication and, at the same time, emphasizes the need for respecting the outcome of the review process, i.e. the need for accepting that it may turn out to be negative. To maintain the impact factor level in the future, high-quality papers with high citation rates and as low as possible self-citation rates will receive top priority.

From January 2015, the journal *Epidemiologie, mikrobiologie, imunologie* will charge a fee for the publication of articles resulting from grant funded or otherwise publicly funded research. The VAT inclusive cost will be CZK 1800 per printing page. The payable amount can be covered by the grant/funding awarded.

The corresponding author of an article resulting from grant/otherwise externally funded research will be contacted by the Editor-in-Chief with instructions on how to proceed with the payment. In case of failure to make the payment, the text will be edited to delete reference to the funding source at the stage of the second proofreading.

The journal includes the following regular columns: **review article** (about 20 double line spaced manuscript pages), **original article** (about 12 manuscript pages), **short communication** (not more than six manuscript pages, unstructured summary of not more than 10 lines, not more than one to two tables or figures, and not more than 10 references) **report from an international conference** (not more than 2 manuscript pages), **news notification, personal communication** (not more than three manuscript pages), and **book review** (not more than three manuscript pages).

An original article should be structured as follows: Introduction, Material and Methods, Results, Discussion, Conclusions, and References. A review article, an original article, and a short communication should contain an abstract which should be as concise as possible and written in the third person, using as few abbreviations and acronyms as possible. When an abbreviation or acronym appears for the first time, it should be written out in full and followed by the abbreviation in parentheses. **The abstract of an original article should be structured as follows: Aim, Material and Methods, Results, and Conclusions.** The abstract of a short communication of not more than 10 lines should be unstructured. The abstracts are also available at <http://www.prolekare.cz/epidemiologie>. Each abstract should be followed by 3-5 key words.

The authors are encouraged to use state-of-the-art tools for both national and international literature retrieval and to comment on their results.

Manuscripts should be submitted to the Editorial Board in electronic form and typed using a standard word processor in the 12-point Times New Roman font, 1.5 spaced, and A4 single sided. It is recommended to use the Microsoft Word spell checker. Taxonomic names should be in italics and emphasized text should be bolded. In the binominal names of species, the genus is written in full when it is first used (e.g. *Escherichia coli*) and then is abbreviated to an initial (e.g. *E. coli*).

The authors should submit their manuscripts in WORD for Windows format. Paragraphs should not be indented and the enter key should not be pressed at the end of every line, until it is time to begin a new paragraph. Underlining, changing letter size, formatting (centring text, using tabulator), automatic paragraph numbering (e.g. reference numbers should be typed out), and using an advanced print editor to produce sophisticated graphics should be avoided. Any default settings should be switched off. **Any contribution in electronic form must also be submitted in a printed version (a hard copy).** The electronic and printed versions must be identical. The file names should be derived from the author's name rather than from an acronymed name of the submission.

The title of the manuscript at the top of page 1 should be followed by the author's name or authors' names in the last name, first name initial format and affiliation(s).

The statement that the submission has not been previously published or submitted for publication elsewhere should be printed on a separate sheet (and forwarded electronically in a separate file). The corresponding author is responsible for obtaining consent to the submitted version of the manuscript from all co-authors before submission. This fact will also be reported in the above mentioned statement. No specific form is available for this purpose – the statement is communicated voluntarily by the corresponding author to the Editorial Board.

The reference list should be in accordance with the standard ČSN ISO 690, 010197, with the references numbered in alphabetical order or in the order they appear in the text. The reference numbers should appear in the text in square brackets.

The authors are encouraged to reduce self-referencing in the journal *Epidemiologie, mikrobiologie, imunologie* to a necessary and indispensable minimum.

Where there are more than three authors in one reference, the first three names should be followed by et al. When referencing a monograph, the first name should be followed by et al.

Sample references:

• **monograph**

Křížová P, Rožnovský L. Meningokokové onemocnění. Praha: Maxdorf; 2011.

• **contribution in a monograph**

Křížová P. Epidemiologie invazivního meningokokového onemocnění. In: Křížová P, Rožnovský L. Meningokokové onemocnění. Praha: Maxdorf; 2011. pp. 167-95.

• **article in a serial publication**

Vogel U, Taha MK, Vazquez JA et al. Predicted strain coverage of a meningococcal multicomponent vaccine (4CMenB) in Europe: a qualitative and quantitative assessment. *Lancet Infect Dis*, 2013;13(5):416-425.

When used, journal title abbreviations must comply with standard ČSN 010196 Abbreviation of titles of periodicals. For articles that have been accepted for publication but that have not yet been published, write the name of the journal, followed by "in press" in parentheses.

• **electronic sources or web publications**

- Referencing an electronic monograph:

Olson, Nancy (ed) *Cataloging Internet resource: A manual and Practical Guid* [on line]. 2nd ed. Dublin: OCLC, c1997[-cit. 2003-04-09]. Available at [www:<http://www.oclc.org/oclc/man925cat/toc.htm>](http://www.oclc.org/oclc/man925cat/toc.htm). ISBN 1-556553-236-9.

- Referencing an online document (author unknown):

Dlouhodobý záměr Univerzity Karlovy v Praze [on line]. 1999-09-09 [cit.2001-11-201]. Available at [www:<http://certik.ruk.cuni.cz/asuk/dlouhodoby/zamer.htm>](http://certik.ruk.cuni.cz/asuk/dlouhodoby/zamer.htm).

• **electronic serial publications**

- Referencing an electronic journal

JEP: The Journal of Electronic Publishing [on line]. Ann Arbor (MI): University of Michigan Press. 1995- [cit. 2003-04-02]. 12 issues yearly. Available also at: [www:<http://www.přes.umich.edu/jep/index.html>](http://www.přes.umich.edu/jep/index.html). ISSN 1080-2711.

- Referencing a web version of a print journal

Forum: časopis Univerzity Karlovy. Praha: Univerzita Karlova, 1995-bimonthly. Available also at: [www:<http://enlil.ff.cuni.cz/>](http://enlil.ff.cuni.cz/).

Any graphs, charts, figures, and tables (A4 size) should be submitted in print form with the author's name, submission title, figure/table number, etc. indicated on the reverse side. Tables and figures on separate sheets should be placed at the end of the manuscript and not within the text of the manuscript. The list of tables and figures with the respective legends should also be submitted on a separate sheet.

Figures and graphs can also be printed in colour. Electronic pictorial documentation (i.e. figures, photos and outputs from analytical instruments) should only be submitted in tiff or eps format. Graphs and charts should be submitted in Excel format along with the source table. **Tables can be generated in Word or Excel format, but scanned tables are not accepted.** All documents should also be submitted as hard copies. If submitted in jpg format, high resolution images (300 dpi) should be used for the quality reasons. **Note: Images embedded in Word documents are of low quality because of low resolution; they should be submitted on separate sheets.**

To receive the proofs as soon as possible, the corresponding author should indicate his/her first name, last name, including academic degrees, mailing address including postal code, phone, and e-mail. The author's e-mail address will appear in the publication. When accepted for publication, the first proofs of the submission will be sent to the author for proofreading. Only typographical errors should be corrected at this stage but no changes should be made to the initial text. **The manuscript corrected using the classic proofreading correction marks should be returned within one week of receipt.**

The review process is anonymous. Review articles and original articles are peer reviewed by two independent reviewers and short communications by one reviewer. In the case of contradictory reviews, a third independent reviewer is addressed.

Final acceptance or rejection rests with the Editorial Board. If negative, the outcome of the review procedure is reported to the corresponding author and not to the reviewers. The Editorial Board highly appreciates and acknowledges the reviewers' work. However, it should be noted that reporting the outcome of the review process to the reviewers or proactively addressing them to learn whether or not he/she agrees to do a given review is beyond the capacity of the Editorial Board. If a reviewer declines a review for any reason, he/she should let the Editorial Board know as soon as possible and, if applicable, should suggest an alternate reviewer.

Any manuscript submitted by **a member of the Editorial Board** is subject to the same rules as any other submission and there is no possibility for interfering with the review process. The Editorial board is taking steps to ensure the transparency of its procedures and their compliance with the internationally recognized ethical standards for scientific journals. Based on the reviews, the Editorial Board makes decisions on acceptance or rejection of manuscripts. The Editorial Board reserves the right to require extra peer reviews. The author should respond to reviewers' comments and, when appropriate, explain the reasons for declining to accept the reviewers' recommendations.

The Editorial Board reserves the right to select the order in which the submissions will appear and to make the preprint final linguistic revision.

Accepted manuscripts are archived by the editorial team and are not returned to the authors unless expressly requested.

Manuscripts in high quality electronic form should be emailed to emi@szu.cz , with a hard copy to be mailed to the following address:

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Manuscripts revised in response to the reviewers' comments should be **emailed in electronic form and mailed in a hard copy** to the respective addresses indicated above.

Instructions to Authors are available at the EMI website:

<http://www.prolekare.cz/epidemiologie-pokyny>
<http://www.prolekare.cz/en/epidemiology-authors>

Last updated on 24 April 2014