

## REGULATIONS FOR AUTHORS

The «The Scientific Notes of Pavlov University» is the official journal of the IPP-SPSMU. It publishes reports on the problems of medical science, practical work and teaching.

In accordance with the resolution of the Higher Attestation Commission (HAC) of the Ministry of Education and Science the journal «The Scientific Notes of Pavlov University» is included in the list of the leading reviewed scientific journals issued in the Russian Federation and is recommended for publication of the main results of dissertation researches.

The journal offers the following sections:

- editorials;
- original papers;
- reviews and lectures;
- discussions;
- practical guidelines
- brief information;
- history and present day events;
- historical calendar;
- information on the schedule of conferences, symposia, and congresses.

### PEER REVIEW PROCESS

- Editorial staff provides expert analysis (double blind review, implying that neither author nor reviewer know each other) of the materials, going with its subject for the purpose of its expert analysis.

- All the readers are acknowledged specialists in the subject of reviewed materials and have had publications on the subject of reviewed article during the last 3 years.

- One of the readers is a member of editorial board of the journal. Having received two appreciations, the article was considered at the meeting of editorial board with obligatory participation of the member of editorial board who reviewed the article. Following the results of the discussion a decision is made about the publication of the article, its rejection or its adaptation under the guidance of appointed member of editorial board. In case of discrepancy of evaluation of the article by the external reviewer and the member of the editorial board, additional peer review can be set up.

- Pursuant to written reviews and conclusion of the Editorial board the manuscript is accepted for printing, sent to the author (coauthors) for adaptation or rejected.

- In case of refusal in publication of the article the editorial staff sends a reasoned refusal to the author.

- The Editorial staff will send copies of the reviews to the Ministry of Education and Science of the Russian Federation in case of corresponding inquiry sent to the editorial staff of the journal.

- Reviews are kept in the publishing house for 5 years.
- Articles are published in the journal free of charge.

### INDEXATION

Articles in «The Scientific Notes of Pavlov University» are included into systems of settlements of citation indexes of authors and journals. «Citation index» is an index number, characterizing significance of this article, which can be calculated based on following publications, referring to this paper.

The journal is indexed in several systems:

Russian Scientific Citation Index (RSCI) — a database, accumulating information on papers by Russian scientists, published in native and foreign titles. The RSCI project is under development since 2005 by «Electronic Scientific Library» foundation (elibrary.ru). Over 2400 of national journals had been published on platform elibrary by 2012.

Google Academy (Google Scholar) is a freely accessible web search engine that indexes the full text of scholarly literature across an array of publishing formats and disciplines. The Google Scholar index includes most peer-reviewed online journals of Europe and America's largest scholarly publishers, plus scholarly books and other non-peer reviewed journals.

### AUTHOR GUIDELINES

Preparing the manuscript to the Editorial Board, authors are kindly requested to adhere to the following regulations based on the «Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals», developed by the International Committee of Medical Journal Editors. Making decisions and resolving possible conflicts, the Editorial Board of the journal adheres to the recognized international rules governing ethical relations between all participants of the publication process — authors, editors, reviewers, publisher and founder.

The provisions listed in this part are based on the recommendations of the Committee on Publication Ethics (COPE), the Publication Ethics and Publication Malpractice Statement of the publisher Elsevier, the Declaration of the Association of scientific editors and publishers «Ethical principles of scientific publication».

#### I. Provision of Informed Consent

The work of the journal «The Scientific Notes of Pavlov University» is based on the World Medical Association Declaration of Helsinki — Ethical Principles for Medical Research Involving Human Subjects (updated in 2013) and is directed to ensure compliance with ethical principles and rules of data collection for researches carried out with the involvement of human subjects. Before starting the research, the scientist must read provisions of the informed consent of the Declaration of Helsinki and carry out the research in strict accordance with the principles set out below (items 25 – 32 in original document).

1. Participation by individuals capable of giving informed consent as subjects in medical research must be voluntary. Although it may be appropriate to consult family members or community leaders, no individual capable of giving informed consent may be enrolled in a research study unless he or she freely agrees.

2. In medical research involving human subjects capable of giving informed consent, each potential subject must be adequately informed of the aims, methods, sources of funding, any possible conflicts of interest, institutional affiliations of the researcher, the anticipated benefits and potential risks of the study and the discomfort it may entail, post-study provisions and any other relevant aspects of the study. The potential subject must be informed of the right to refuse to participate in the study or to withdraw consent to participate at any time without reprisal. Special attention should be given to the specific information needs of individual potential subjects as well as to the methods used to deliver the information. After ensuring that the potential subject has understood the information, the physician or another appropriately qualified individual must then seek the potential subject's freely-given informed consent, preferably in writing. If the consent cannot be expressed in writing, the non-written consent must be formally documented and witnessed. All medical research subjects should be given the option of being informed about the general outcome and results of the study.

3. When seeking informed consent for participation in a research study the physician must be particularly cautious if the potential subject is in a dependent relationship with the physician or may consent under duress. In such situations the informed consent must be sought by an appropriately

qualified individual who is completely independent of this relationship.

4. For a potential research subject who is incapable of giving informed consent, the physician must seek informed consent from the legally authorised representative. These individuals must not be included in a research study that has no likelihood of benefit for them unless it is intended to promote the health of the group represented by the potential subject, the research cannot instead be performed with persons capable of providing informed consent, and the research entails only minimal risk and minimal burden.

5. When a potential research subject who is deemed incapable of giving informed consent is able to give assent to decisions about participation in research, the physician must seek that assent in addition to the consent of the legally authorised representative. The potential subject's dissent should be respected.

6. Research involving subjects who are physically or mentally incapable of giving consent, for example, unconscious patients, may be done only if the physical or mental condition that prevents giving informed consent is a necessary characteristic of the research group. In such circumstances the physician must seek informed consent from the legally authorised representative. If no such representative is available and if the research cannot be delayed, the study may proceed without informed consent provided that the specific reasons for involving subjects with a condition that renders them unable to give informed consent have been stated in the research protocol and the study has been approved by a research ethics committee. Consent to remain in the research must be obtained as soon as possible from the subject or a legally authorised representative.

7. The physician must fully inform the patient which aspects of their care are related to the research. The refusal of a patient to participate in a study or the patient's decision to withdraw from the study must never adversely affect the patient-physician relationship.

8. For medical research using identifiable human material or data, such as research on material or data contained in biobanks or similar repositories, physicians must seek informed consent for its collection, storage and/or reuse. There may be exceptional situations where consent would be impossible or impracticable to obtain for such research. In such situations the research may be done only after consideration and approval of a research ethics committee.

## II. Provision of Human Rights

When presenting results of the experimental research involving human subjects, it is necessary to note that procedures were carried out in accordance with ethical principles of the Declaration of Helsinki. If the research was carried out without accounting principles of the Declaration, it is necessary to substantiate the chosen approach to the research and ensure that the ethics committee of the organization, where the research was carried out, approved this approach.

## III. Manuscript preparation

**1. Manuscript.** Please send the manuscript to the Editorial Board uploading via the online form. You should upload your manuscript as a Microsoft Office Word document (\*.doc, \*.docx, \*.rtf.).

**2. The length of the full text** of the manuscript should not exceed 0.5 authors sheet (20 000 characters).

**3. Manuscript formatting.** The text should be printed in Times New Roman, font size 12 pt and line spacing 1.0 pt. Margins on each side of the page are 2 cm. It is acceptable to use ONLY *italic* and bold formatting in the text, but not underlining. It is necessary to remove all repeated spaces and extra line breaks from the text (automatically through the Microsoft Word service «Find and replace»).

**4. The file with the text** of the manuscript uploaded via the online form should contain all the information for publication (including figures and tables). Please organize the structure of the manuscript according to the following template:

• **Author names in Russian.** When writing author names of the manuscript, the surname should be stand before initials of the name and the patronymic (Ivanov P. S., Petrov S. I., Sidorov I. P.).

• **Affiliation in Russian.** You should use the official FULL name of institution (without abbreviations). If authors from different institutions took part in the writing of the manuscript, it is necessary to correlate names of institutions and author names adding numerical indices in the upper register before names of institutions and surnames of appropriate authors.

• **Abstract in Russian** should be (if the work is original) structured: introduction, objective, material and methods, results, conclusion. The abstract should fully correspond to the content of the work. The text length of the abstract should be within 150–200 words (250–750 characters). The abstract should not contain general words. We refer to use guidelines for writing annotations, for example: <http://authorservices.taylorandfrancis.com/abstractsandtitles/> (Eng.) or: <http://www.scieditor.ru/jour/article/view/19> (Russ.)

• **Article title.**

• **Keywords.** It is necessary to use keywords (from 4 to 10) that promote the indexing of the manuscript in search engines. Keywords should correspond in pairs in Russian and English.

• **Abstract in English.** The English version of the abstract of the manuscript should be in the sense and structure fully consistent with the Russian version and correct in terms of English.

• **Article title in English.** The article title in English should be correct in terms of English and within the sense fully consistent with the Russian version. We recommend to write the article title in English in capital letters (except prepositions and conjunctions): Chronic Obstructive Pulmonary Disease and Chronic Heart Failure in Elderly People: Literature Review.

• **Author names in English.** Full name should be printed in accordance with your foreign passport or in the same way as previously published in foreign journals. The correct format: Ivan I. Ivanov. Authors who publish for the first time and do not have foreign passport should use the transliteration standard BGN/PCGN.

• **Affiliation in English.** You should use the english name of an institution. The most complete list of names of Russian institutions and their official English version can be found on the RUNEB website: eLibrary.ru.

• **Keywords in English.** When selecting keywords in English, you should use the thesaurus of the U. S. National Library of Medicine — Medical Subject Headings (MeSH).

• **Full text** (in Russian and/or English) should be structured in sections. The structure of the full text of the manuscript devoted to the description of the results of the original research should correspond to the format **IMRAD** (Introduction, Methods, Results and Discussion) with marking appropriate sections.

• **Acknowledgements in Russian:** this section should contain full names of people who helped in the work on the manuscript, but are not authors, as well as information about the financing of both scientific work and the process of publication of the manuscript (fund, commercial or public organization, private person, etc.). You do not need to indicate the amount of funding.

• **Acknowledgements in English** (Acknowledgements).

• **Conflict of interest information** (translation of this information should also be done). Authors should disclose potential and obvious conflicts of interest related to the manuscript. A conflict of interest can be any situation (financial relations, service or

work in institutions with financial or political interest in the published materials, official duties, etc.) that can affect the author of the manuscript and lead to concealment, distortion of data or change their interpretation. The presence of a conflict of interest for one or more authors is not a reason for refusal to publish the manuscript. The concealment of potential and obvious conflicts of interests of the authors revealed by the Editorial Board can become the reason for refusal in consideration and publication of the manuscript.

• **References (and translation).** Reference list should be prepared in accordance with the requirements of the «Vancouver style» noting at the end the DOI (Digital Object Identifier; a unique digital identifier of the article in the CrossRef system). Search for DOI on the website: <http://search.crossref.org/>. You should enter the article title in English in a search string to obtain a DOI.

• **Reference list guidelines.** References should be enumerated in the order in which they are cited, but not in alphabetical order. Bibliographic references in the text of the manuscript should be listed in Arabic numerals figures and enclosed in square brackets: [1, 2, 3, 4, 5].

Important!

NOT QUOTED:

– theses, textbooks, manuals. Conference materials can be included in the list of references only if they are available, detected by search engines;

– statistic digests (indicated in pageby page footnotes);

– dissertations without depositing are not indicated at all!

Sources in references can be published and electronic versions of publications (books with ISBN, or articles from periodicals with ISSN).

For example:

When listed references, it is recommended to pay attention to the example below, taking into account all the details (intervals, punctuation marks, capital letters, etc.):

Dulaev A. L., Tsed, A. N., Usabaliev, L. N., Iliushchenko K. G., Mushtin N. E. Results of primary hip endoprosthesis replacement at fractures of trochanteric region of the femur in elderly patients // The Scientific Notes of Pavlov University. — 2016. — 2016. — Т. 23, № 1. — P. 54–58.

• **References** (in English).

Important! All author names of the Russian-language sources should be printed in accordance with the transliteration system «BSI», and author names of foreign sources — in English. The name of Russian-language journals in English should be taken from the publisher (as a rule, English version is on the website of the journal). Names of foreign journals and books should be put in the original. Specify all authors. It is excluded changing the order of authors in published sources. Please begin with the author's surname, then initials:

Dulaev A. K., Tsed A. N., Usabaliev K. T., Iliushchenko N. E., Mushtin N. E. Results of primary hip endoprosthesis replacement at fractures of trochanteric region of the femur in elderly patients. *The Scientific Notes of Pavlov University*. 2016;23(1):54–58. (In Russ.).

The author is fully responsible for the accuracy and reliability of the presented data in the manuscript sent to the journal.

• **English translation.** When publishing the article, part or all of the information should be repeated in English or transliterated (proper names).

We recommend to use BGN/PCGN standard (United States Board on Geographic Names / Permanent Committee on geographic Names for British Official Use) recommended by Oxford University Press as «British Standard». You can use the following link to transliterate your text in accordance with the BGN standard: <http://www.transliteration.com/transliteration/en/russian/bgnpcgn/>.

• **Tables** should be placed in the text of the manuscript, have enumerated title and clearly marked columns, be convenient and understandable for reading.

The data of tables should correspond to figures in the text, but should not repeated the information presented in the text. References to tables in the text are required. Names of tables should be translated into English.

• **Figures** (graphics, diagrams, schemes, drawings and other illustrations drawn by MS Office) should be contrasting and clear. Reduce graphical material to minimum (unless the nature of your study dictates otherwise). Each figure should be placed in the text and accompanied by enumerated caption. References to figures in the text are required. Captions should be translated into English.

• **Pictures, screenshots** and other not drawn illustrations should be uploaded as separate files via our web form in \*.jpg, \*.bmp or \*.gif (\*.doc and \*.docx — if the image contains additional notes). The image resolution should be >300 dpi. Image files should be named according to the number of the picture in the text. The description of the file should contain the separate caption, which should correspond to the name of the picture placed in the text (for example: Fig. 1. Sechenov Ivan Mikhailovich).

• **Ethics statement.** When publishing results of original work, it is necessary to indicate whether the participants signed the informed consent. In the case of studies involving animals, it is necessary to indicate whether the protocol of the research corresponded the ethical principles and standards of biomedical research involving animals. In both cases, it is necessary to indicate whether the protocol of the research was approved by the ethics committee (with the name of the organization, its location, protocol number and date of the meeting of the committee).

• **Supporting documents.** When submitting a manuscript to the Journal Editorial Board, it is necessary to additionally upload files containing scanned images of filled and certified supporting documents (\*.pdf). Supporting documents include a cover letter from the author's place of work authenticated by seal and signed by the head of the organization, as well as signed by all co-authors (we require a separate letter for each of the affiliations declared in the manuscript). The cover letter should contain information that this material has not been published in other publications and is not under consideration for publication in another publisher/publishing organization, and there is no conflict of interest. The article does not contain information that cannot be published.

• **Cover letter.** The cover letter should be signed by each co-author: «I hereby confirm the transfer of rights to publish the article of author FULL NAMES «Article title» in an unlimited number of copies in the journal «The Scientific Notes of Pavlov University», including the electronic version of the journal».

#### IV. Copyright

Authors who publish with this journal agree to the following terms:

1. The authors retain their copyrights of the work and grant the journal the right to publish the work in the first place under the terms of the Creative Commons Attribution License, which allows others to distribute this work with the mandatory preservation of references to authors of the original work and the original publication in this journal.

2. The authors retain their rights to conclude separate contractual arrangements for the non-exclusive distribution of the published version of the work (for example, placement in an institutional data warehouse, publication in a book), with reference to its original publication in this journal.

3. The authors have the right to post their work on the Internet (for example, in institutional data warehouse or personal website) before and during the process of reviewing it by this journal, as this can lead to productive discussion and more references to this work (See The Effect of Open Access).

## SOFT COPIES OF MATERIALS SHOULD BE UPLOADED TO THE WEBSITE OF THE JOURNAL

Information of filling in of electronic form for sending article to the journal can be found on the website <http://www.sci-notes.ru/jour>.

197022, Saint Petersburg, 6-8 Lev Tolstoy str.,  
Pavlov First Saint Petersburg State Medical University

Tel.: 7 (812) 338-70-07  
Fax: 7 (812) 338-66-77  
e-mail: [nauka@spb-gmu.ru](mailto:nauka@spb-gmu.ru)

Editorial Office of the journal «The Scientific Notes of IPP-SPSMU» <http://www.sci-notes.ru>

Editor-in-chief — *S. F. Bagnenko*, MD, PhD, DMSc, professor, academician of RAS

Deputy Editors — *E. E. Zvartau*, MD, PhD, DMSc, professor

Deputy Editors — *Yu. S. Polushin*, MD, PhD, DMSc, professor, academician of RAS

---

### ВНИМАНИЮ ЧИТАТЕЛЕЙ!

Сообщаем Вам, что на журнал «Учёные записки ПСПбГМУ им. акад. И. П. Павлова» проводится подписка по каталогу «Пресса России». Подписной индекс для организаций и частных лиц — 29248.

Информацию о подписке на журнал «Учёные записки ПСПбГМУ им. акад. И. П. Павлова» Вы также можете получить в РИЦ ПСПбГМУ им. И. П. Павлова.

*Адрес:* 197022, Санкт-Петербург, ул. Л. Толстого, 6-8

*Телефон:* (812) 338-70-07

*Факс:* (812) 338-66-77