

PUBLICATION RULES AND REQUIREMENTS FOR AUTHOR'S MANUSCRIPTS IN THE JOURNAL "KOLOPROKTOLOGIA"

The journal "**KOLOPROKTOLOGIA**" publishes reviews, lectures, original articles, short reports, notes from practice on general and oncological coloproctology, surgery, gastroenterology, not previously published in scientific publications.

Manuscripts shall be sent to the journal by email: proctologia@mail.ru or koloproktologia@akr-online.ru or at the address: 123423 Moscow, Salyama Adilya str., 2, Ryzhikh National Medical Research Center of Coloproctology, editorial office of the journal "Coloproctology".

By submitting your article to the journal "**KOLOPROKTOLOGIA**", you agree to any necessary checks of originality that your article can pass during the review and editing stages.

All manuscripts are checked by the ANTIPLAGIAT program. The manuscript is accepted for review by the editorial Board of the journal if its "originality" is not less than 75%!

By submitting a manuscript of an article to the journal "**KOLOPROKTOLOGIA**", you confirm that it is an original work and that neither this manuscript nor its version has been published elsewhere or is not being considered for publication elsewhere.

The author shall be responsible for the legitimate use of figures, tables and text from other sources.

THE RULES FOR AUTHORS are based on the "Council of Scientific Editors' White Paper on Promotion Integrity in Scientific Journal Publications, 2012 Update" and "ICMJE Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals, December 2016".

Submission of an article to the journal "**KOLOPROKTOLOGIA**" implies that:

- the article has not been published earlier in another journal;
 - the article is not under consideration in another journal;
 - all co-authors agree with the publication of the current version of the article.
- Before submitting the article for review, make sure that the file (s) contains all the necessary information in Russian and English, the sources of information contained in the figures and tables are indicated, and all links are correctly formatted.

1. The manuscript shall be accompanied by an official referral from the institution where the work was performed, and have a visa of the scientific supervisor (if sent by e-mail, you shall attach a facsimile copy of the referral). In addition, you need copies of the patent for the invention, if these documents are mentioned in the text of the article or expert opinion.

2. The article shall be submitted:

Either in printed form – the authors shall submit 2 printed copies of the manuscript and 2 printed copies of the illustrations (if the manuscript is sent by mail), as well as **NECESSARILY** attached electronic version of the text on a disk (CD-R) and all additional materials (figures, tables, diagrams),

Or by e-mail to the editorial office proctologia@mail.ru or koloproktologia@akr-online.ru with confirmation of receipt by the editor, in RTF or MS Word format.

Illustrative material shall be provided in JPEG or TIFF format,

Or to the website of the journal "**KOLOPROKTOLOGIA**" - <https://www.ruproctology.com/jour/index>.

The manuscript shall be printed at 1.5 intervals, on one side of the sheet, with margins of 2 cm, Times New Roman 12 font, with left alignment, without indentation (red line).

The text of the original article shall not exceed 8 pages (literature review-12 pages), the number of illustrations - no more than 6.

3. **On the title page articles** shall be posted (*in Russian and English*):

3.1. **Title of the article**

The title of the article shall be short (no more than 10 words) and accurately reflect the content of the article, the subject matter and the results of the research.

3.2. **The name of the author (authors)**

Authors are people identified by the scientific group as the main participants in the work described and who have agreed to take responsibility for their work.

In addition to being responsible for his/her own part of the work, the author shall be able to indicate who of his/her co-authors is responsible for the other parts of the work.

3.3. **Information about the author (s)**

This section lists the academic degree, title, position, ORCID ID, Researcher ID, and other regalia. It also specifies the e-mail address and full postal address of the responsible author.

3.4. **Affiliation of the author (s)**

The affiliation includes the following information: full official name of the organization, full postal address (including zip code, city and country). Authors shall indicate all places of work that are relevant to the research.

If authors from different institutions participated in the preparation of the article, you shall indicate the affiliation of each author to a particular institution using a superscript index.

The official English-language name of the institution is required for the information block in English.

3.5. Annotation (summary / abstract), Key words (5-7 words on the subject of the article)

Recommended volume of structured annotation: 250-300 words. The annotation shall clearly indicate and disclose the following components:

SUMMARY STRUCTURE

- AIM:
- PATIENTS AND METHODS:
- RESULTS:
- CONCLUSION:

- [Key words:] (in square brackets)

3.6. Acknowledgements

This section lists all sources of funding for the research (organizations that provided financial support), as well as thanks to people who participated in the work on the article, but are not its authors.

Participation in the work on the article implies: recommendations for improving the research, providing space for research, departmental control, obtaining financial support, single types of analysis, providing reagents/patients/animals/other materials for research.

They shall be given in Russian and English.

3.7. Conflict of interest

Conflicts of interest are conditions in which people have conflicting or competing interests that can influence editorial decision-making.

Conflicts of interest may be potential or perceived, as well as actual.

Being objective may be influenced by personal, political, financial, scientific or religious factors.

The author shall notify the editor of a real or potential conflict of interest by including information about the conflict of interest in the appropriate section of the article.

If there is no conflict of interest, the author shall also report it. The example of the wording: "The author declares no conflict of interest".

Below is a sample of filling in the title page.

SAMPLE:

POSTOPERATIVE PREVENTIVE TREATMENT OF CROHN'S DISEASE (review)

Igor L. Khalif, Armen V. Vardanyan, Marina V. Shapina, Anna V. Poletova

Ryzhikh National Medical Research Center of Coloproctology (Salyama Adilya str., 2, Moscow, 123423, Russia)

Information about the authors

Affiliation

ORCID of the authors

[Key words: Crohn's disease, recurrence, treatment]

ACKNOWLEDGEMENTS and / or SOURCE of FUNDING (if available)

CONFLICT OF INTEREST: THE AUTHORS DECLARE NO CONFLICT OF INTEREST.

3.8. The manuscript shall be personally signed by all the authors.

The authors shall be responsible for the accuracy of all the information.

3.9. You shall specify the author's full name (surname, first name and patronymic), with whom the editorial Board will correspond, his/her address (with a six-digit postal code), phone number, or email address in Russian and English.

SAMPLE:

Address for correspondence: Veselov A.V., Ryzhikh National Medical Research Center of Coloproctology, Salyama Adilya str., 2, Moscow, 123423, Russia,; e-mail: info@gnck.ru.

4. At the end of the article, you shall indicate the **Participation** (share) of the **authors** in writing the article in Russian and English.

SAMPLE:

THE PARTICIPATION OF THE AUTHORS:

Concept and design of the study: Mingazov A.F., Vardanyan A.V.

Collection and processing of the material: Mingazov A.F., Shapina M.V.

Statistical processing: Mingazov A.F., Ponomarenko A.A.

Writing of the text: Mingazov A.F., Ponomarenko A.A.

Editing: Achkasov S.I., Veselov V.V.

5. The article shall be thoroughly edited and verified by the author. The presentation shall be clear, without lengthy introductions and repetitions.

THE TEXTS OF ORIGINAL WORKS SHALL HAVE A STRUCTURE THAT IS GENERALLY ACCEPTED FOR SCIENTIFIC PUBLICATIONS:

- INTRODUCTION (shall contain a brief history of the issue and the purpose of the study)
- PATIENTS (MATERIALS) AND METHODS
- RESULTS
- DISCUSSION
- CONCLUSION
- REFERENCES

Citations given in the article shall be verified and signed by the author in the margins; in the footnote, you shall specify the source, its name, year, issue, and pages.

A footnote to the list of references shall be indicated in square brackets.

Articles shall use the SI unit system.

6. Tables shall be constructed visually, have a name, and their headers shall correspond exactly to the content of the graphs.

Table captions shall be in two languages: Russian and English. All absolute figures and percentages in the tables shall be thoroughly verified by the author. In the text you shall specify the place of the table and its sequential number:

SAMPLE:

(Table 1)

Avoid repeating digital material in the text and table.

7. Illustrations shall be made on separate sheets and sent as JPEG or TIFF image files.

Captions to illustrations shall be in two languages: Russian and English.

You shall specify the place of the figure and its sequential number:

SAMPLE:

(Fig. 1)

Radiographs shall be sent with a diagram.

The captions shall provide an explanation of all curves, letters, numbers and other symbols. Captions for microphotographs shall indicate the magnification and color method:

SAMPLE: ... x 400, hematoxylin-eosin

Photos shall be contrasting, figures and drawings shall be clear. Graphs and diagrams shall not be overloaded with text labels.

It is IMPORTANT! It is mandatory **to delete the names and data of patients** from photos, radiographs, and other illustrative material.

8. The LIST of REFERENCES shall only include works referenced in the text by numbers in square brackets:

SAMPLE: [1, 2]

REFERENCES shall be provided in Russian and English in two different sections, entitled *LITERATURE* and *REFERENCES* and shall be printed at the end of the article, each source with a new line under the sequential number.

The list shall list all the authors who are quoted in the text, **according to the Vancouver system, in order of appearance in the text of the article**. The list of domestic literary sources shall be made according to GOST, the number of authors shall be reduced to 3 and replaced by: *and co-author*.

The names of foreign authors shall be given in the original transcription, the number of authors shall be reduced to 3 and replaced with: *et al*.

It is IMPORTANT! For each Russian-language source, you shall give the title of the article, authors, journal, etc. in **Russian and English!**

The list of references shall contain mainly sources for the last 5 years.

If there is a large amount of outdated literature data, the article shall not be accepted for consideration.

The English list-REFERENCES-is filled in according to the rules of Index Medicus (Medline, PubMed <http://www.ncbi.nlm.nih.gov/sites/entrez>) (see sample).

If the article has a DOI, you shall specify it.

SAMPLE:

REFERENCES

1. Vorobiev G.I., Achkasov S.I., Stepanov, E.A. Direct outcomes of laparoscopically assisted operations on the colon in patients of elderly and old age. *Endoscopic surgery*. 2007; no.4, v.13, pp.3-8. (in Russ.). DOI:

3. Kuzminov A.M., Minbaev Sh.T., Korolik V.Yu., Orlova L.P., et al. Treatment of extrasphincteric fistulas of the rectum with the use of bioplastic material. *Russian Journal of Gastroenterology, Hepatology, Coloproctology*. 2012; no.5, pp.76-82. (in Russ.). DOI:

9. Golfopoulos V, Pentheroudakis G, Pavlidis N, et al. Treatment of colorectal cancer in the elderly: a review of the literature. *Cancer Treat Rev*. 2006;32:1-8. DOI:

The list of references shall not include unpublished works and links to textbooks.

The authors shall be responsible for the correctness of the data provided in the literature lists.

9. The editorial Board may return the article to the author with comments for revision. The editorial Board reserves the right to shorten and correct articles.

10. Procedure for reviewing author's materials.

The review shall be blind and one-sided. The article shall be submitted for review to two reviewers.

Reviewers shall work with the article as confidential material, strictly observing the author's right to non-disclosure before publication of the information contained in the article.

Additional experts may be engaged by the reviewer to work only with the permission of the editorial Board and also on the terms of confidentiality.

Reviewers' comments shall be sent to the author before the decision to publish the article.

The decision to publish (or reject) the article shall be made by the editorial Board after receiving reviews and responses from the author.

In some cases, the editorial Board may send the article for additional review, including statistical and methodological review.

The editorial Board reserves the right to make corrections to the title and text of the article without changing its main content.

11. Actions of the editorial Board in case of plagiarism, fabrication or falsification of data.

In case of detection of unfair behavior on the part of the author, plagiarism, fabrication or falsification of data, the editorial Board shall be guided by the COPE rules.

The "**KOLOPROKTOLOGIA**" journal shall define any actions of a scientist as "unfair behavior" which include improper handling of objects of study or deliberate manipulation of scientific information, in which it ceases to reflect the observed research, as well as behavior of a scientist that does not meet accepted ethical and scientific standards.

"Unfair behavior" shall not include private errors or private discrepancies in the design, conduct, interpretation, or evaluation of research methods or results, or dishonest conduct unrelated to the scientific process.

12. Incorrectly designed articles shall not be allowed to be published. The articles sent to the editorial Board shall not be returned to the authors.

Editorial Board of the KOLOPROKTOLOGIA

PUBLIC OFFER AGREEMENT

1. SUBJECT OF THE AGREEMENT

1.1. This Agreement is a public offer agreement. If the **Licensor** (author) provides the **Licensee** (publisher) with his/her work for publication in any of the possible ways, i.e. in a handwritten/printed/electronic version, the Licensor automatically accepts the terms of this agreement.

1.2. Under this agreement, the Licensor grants the Licensee non-exclusive rights to use his/her work within the limits stipulated in the agreement and for a period specified in the agreement.

1.3. The Licensor guarantees that he/she has exclusive copyright in the work transferred to the Licensee.

2. RIGHTS AND LIABILITIES OF THE PARTIES

2.1. The Licensor grants the Licensee the following rights:

2.1.1. The right to reproduce the work (publication, promulgation, duplication, replication or other reproduction of the work) without limiting the number of copies.

Each copy of the work must contain the name of the author of the work.

2.1.2. The right to distribute the work by any means.

2.1.3. The right to rework the work (creating a new, creatively independent work based on it) and the right to make changes to the work that do not constitute its reworking.

2.1.4. The right of publicity and demonstration work in informational, promotional and other purposes.

2.1.5. The right to make available to the public.

2.1.6. The right to partially or fully assign the rights obtained under this agreement to third parties without paying the Licensor remuneration, as well as the right to translate into foreign languages with placement in foreign publications.

2.2. The Licensor guarantees that the work, the rights to use of which are transferred to the Licensee under this agreement, is an original work.

2.3. The Licensor guarantees that this work has not been officially transferred to anyone before (i.e. under a formally concluded contract) for reproduction or other use. If the work has already been published, the Licensor must notify the Licensee.

2.4. The Licensor transfers the rights to the Licensee under this agreement on the basis of a non-exclusive license.

2.5. The Licensee shall comply with the applicable copyright laws.

2.6. The territory where the rights to the work may be used is not restricted.

3. LIABILITIES OF THE PARTIES

3.1. The Licensor and the Licensee bear legal responsibility for non-performance or improper performance of their obligations under this agreement in accordance with the current legislation of the Russian Federation.

3.2. All disputes and disagreements of the parties arising from the terms of this agreement shall be settled by negotiations, and in case of their failure, these disputes shall be resolved in court in accordance with the current legislation of the Russian Federation.

3.3. Termination of this agreement is possible at any time by mutual consent of the parties with the mandatory signing of the relevant agreement by the parties.

3.4. Unilateral termination of this agreement is possible in cases stipulated by the current legislation, or by a court decision.

3.5. In all cases not stipulated by this agreement the parties shall be governed by the current legislation of the Russian Federation.