

Author Guidelines

for Lékař a technika – Clinician and Technology

The scientific journal of the Czech Society for Biomedical Engineering and Medical Informatics and the Faculty of Biomedical Engineering, Czech Technical University in Prague

Scope of the Journal

The mission of the journal is to foster the development in a wide range of biomedical engineering and to create a platform for exchange of information and results of scientific research in the field of biomedical engineering. The journal addresses the following topics:

- Biological signal acquisition and processing
- Biomedical instrumentation
- Medical devices
- Medical imaging systems and image processing
- Biomechanics and biomaterials
- Biomedical informatics
- Biomedical modeling and simulation
- Management and safety of medical devices

Types of the Articles

Authors should submit **original research articles only**.

The journal does not publish other types of articles except for the articles as editorials or review articles written **by invitation only**. Without such an invitation, the manuscripts other than original research articles will be not considered for publication.

General Submission Requirements and Process

The submitted articles must be written in English. It is the responsibility of the authors to assure a high level of English and thorough proofreading before submitting the manuscript.

CTJ prefers American English. Authors may use British English as well, but they are encouraged not to mix different styles of English together.

The authors should observe three sets of rules while preparing the manuscript:

1. The requirements and rules listed in this document.
2. The general rules for writing biomedical papers issued by the International Committee of Medical Journal Editors, updated regularly and available at <http://www.icmje.org/recommendations/>.

3. Instructions for formatting and Camera Ready article preparation according to the instructions provided in the template available at.
<http://ventilation.fbmi.cvut.cz/wp-content/uploads/2017/09/template-EN.doc>

All articles must be submitted through the on-line journal submission system available at <https://ojs.cvut.cz/ojs/index.php/CTJ/>. Registration is needed for accessing the submission system.

Ethical aspects and requirements

Clinical studies (in a broader view as described below) must be properly approved and registered; otherwise, they cannot be published in *Lékař a technika – Clinician and Technology journal (CTJ)*.

CTJ considers a study to be a clinical study when it meets the following WHO definition: “A clinical study is any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes. Interventions include but are not restricted to drugs, cells and other biological products, surgical procedures, radiologic procedures, devices, behavioral treatments, process-of-care changes, preventive care, etc.”

As interventional, CTJ considers all studies in human beings in which individuals are assigned by an investigator based on a protocol to receive specific interventions. Subjects may receive diagnostic, therapeutic or other types of interventions. The assignment of the intervention may or may not be random. The individuals are then followed and biomedical and/or health outcomes are assessed.

CTJ requires (according to the International Committee of Medical Journal Editors, ICMJE, requirements) that all clinical trials are registered in a WHO approved registry. The preferred registry is ClinicalTrials.gov. More information on trial registration is at <http://www.icmje.org/about-icmje/faqs/clinical-trials-registration/> including other acceptable registries.

Please give the name of the registry and the registration number (e.g. ClinicalTrials.gov, registration number NCTxxxxxxx) in the methods section of your manuscript.

Interventional studies with humans or animals must be reviewed and approved by the appropriate institutional biomedical research ethics board. This should be detailed in the first section of the methods section of your manuscript.

Review and Publication process

All manuscripts submitted to CTJ are subjected to peer review. The Editors relies on evaluations by at least 2 members of the Editorial Board and outside experts in deciding whether submitted manuscripts should be accepted for publication, revised for further peer review, or rejected.

The corresponding authors will receive electronic galley proofs, with all figures and tables in place, in PDF format. Complete instructions will be provided for revision. Proofs should be reviewed carefully by all the authors and returned to CTJ within 5 days of receipt to avoid delay in publication. Only errors made during the article copyediting and typesetting should be indicated. Changes to the text, style, provided information etc. will require resubmission of the article for new peer review.

CTJ may make minor changes in order to conform to the CTJ style and layout without approval by the authors if the changes do not alter the authors' meaning or possible interpretation of the article.

A paper, which is accepted by the editor for publication and which meets the CTJ style requirements, is usually published on-line at the CTJ webpage within a week from the acceptance and it is published in a printed issue of CTJ typically within three to six months. Data for indexing are sent to SCOPUS immediately after the entire issue is released.

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The opinions expressed in CTJ articles are those of authors and do not necessarily reflect the views of the publishers or the Czech Society for Biomedical Engineering and Medical Informatics.

Indexing

CTJ is indexed in the following international databases: SCOPUS (Elsevier), EMBASE/Excerpta Medica (Elsevier), IndexCopernicus, Bibliographia Medica Cechoslovaca, Google Scholar and others.

Publication fee, article processing fee and subscription

There is currently no article processing fee. No publication fee is required as CTJ is supported by the Faculty of Biomedical Engineering, Czech Technical University in Prague.

The journal is available in a paper form and the full version is published in PDF format as well. Two ISSN numbers have been assigned to CTJ: ISSN 0301-5491 (Print) and ISSN 2336-5552 (Online). The journal is registered in the Czech Republic, act MK ČR E 5085.

As CTJ is an open access journal, the on-line version of each issue is freely available at the webpage of CTJ. As since 2008, the printed journal issues are distributed free of charge upon request.

Specific Requirements for Manuscript Preparation

The rules listed below are required for initiation of the review process and they are checked during the peer review process as well. Please, use these rules during writing your manuscript.

Finally, check adherence to these rules before submitting your manuscript to CTJ.

Please, be sure, that:

- ❑ If the manuscript comprises a research that involves human subjects, the approval of the study by an Institutional Review Board/Ethical Committee was granted and this is stated (with details) at the beginning of “Methods” section. Furthermore, the study was registered in one of the ICMJE approved registries and the registration number and name of the registry are stated in the manuscript.
- ❑ If the manuscript comprises research that involves animal subjects, the approval of the study by an Institutional Review Board/Ethical Committee was granted and this is stated (with details) at the beginning of “Methods” section.
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- ❑ The manuscript consists of the following parts indicated by the following headings: Introduction, Methods, Results, Discussion, Conclusion, (Acknowledgment,) References.

- ❑ The abstract is a concise text comprising all necessary information about the manuscript content including the main ideas from introduction, description of methods, main results, (discussion when it is appropriate), and conclusion.
- ❑ The abstract is written as a single paragraph.
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- ❑ If an article the authors cited in “References” was published in a scientific journal and the same article is also available at a webpage, the full citation of the article from a journal is provided. Never cite the web page in this case.
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- ❑ References in the text are numbered continuously starting from [1] in the order as they appear in the manuscript. The list of references is organized in the same order starting with [1].
- ❑ All the references listed in the “References” section are mentioned in the main text of the manuscript accompanied with “[X]” notation.
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- ❑ All the decimal points in English are really point (e.g., 3.14). Other marks used in some languages (e.g., 3,14 in Czech) are not acceptable. When creating the manuscript, the authors must unify usage of decimal point not only in the text, but

also in tables, graphs and pictures, even though the local setting of a spreadsheet or statistical program used provides the outputs with a different decimal symbol than point.

- ❑ When mathematical equations are used, they are created using the mathematical equation editor (e.g. Equation Editor in MS Word) and they are not inserted as a picture. A mathematical equation editor is a standard part of MS Word; if you MS Word was installed without an equation editor, you may install it any time later.
- ❑ Italic and bold are used only when really necessary. Italic is typically used for Latin expressions (e.g., “*in vitro*”, “*arteria femoralis*”, but not in “femoral artery”).
- ❑ The hyphen (-), en-dash (–) and em-dash (—) are distinguished and used properly. Hyphen connects words together (rock-forming minerals); en-dash is used as a negative mark (–1) or when expressing a range (10–12 V); em-dash is used in sentences—like here—and is used without spaces around it.
- ❑ High-resolution high-quality pictures, graphs and illustrations were created as separate individual files in PNG, TIFF, GIF or JPG format first. All the figures must be submitted as individual files with the manuscript. No painting, drawing, labels or marks are allowed in the Word (DOC or DOCX) file. The final appearance of the figures must be submitted as separate files.
- ❑ Only the formerly described PNG, TIFF, GIF or JPG files were included into the manuscript template as figures and no additional changes (as labels, marks, etc.) were made using the text editor in the DOC or DOCX manuscript file.
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- ❑ All the tables present in the manuscript are mentioned in the main text of the manuscript and the notation “Table X” is provided at the right place.
- ❑ Contacts to the corresponding author are present at the very end of the article in the form required according to the manuscript template. No details are omitted and no extra information or detail is added.
- ❑ The format of the manuscript fits with the template of the Journal and is written according to the Instructions for authors.