

## Instructions for authors

The purpose of the *Romanian Journal of Rhinology* is to publish original articles, original clinical reports, clinically relevant experimental studies and short communications presenting new results of general interest. Its aim is to concentrate and provide information concerning care, cure and prevention of different rhinologic disorders. With a peer review by an important national and international editorial board, the journal provides clinical and clinically related information written by authors from all over the world.

### EDITORIAL POLICY

The journal does not hold responsible for all statements made by articles authors. The Editors reserve the right to refuse any manuscript which does not correspond to the submission guidelines. All manuscript will be submitted to referees for peer review. This journal has a *double-blind reviewing process*. There for the authors are required to submit a blind manuscript without the author's names and affiliations on the title page or in the text and a separate title page with the names of the authors, affiliations and information about the corresponding author.

### MANUSCRIPT

The manuscript should be typed double spacing, with 3cm borders.

The recommended article dimension is: 8-10 pages for literature reviews; 6-8 pages for originals papers; 3-4 pages for short scientific communications; 2-3 pages for case reports; 1 – 2 pages for book or periodicals reviews, reports concerning different scientific events or meetings.

The original papers should be divided in:

• Abstract • Introduction • Materials and methods • Results • Discussions • Conclusions • Acknowledgements • References

The **front page** should contain:

1. The title of the manuscript – it should be shortly (no more than 100 characters including spaces) and conformable with work content;
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Every article should have an abstract of no more than 150 – 200 and it has to be divided in four parts - *Background*: describe the problem addressed in the study and the purpose of the study; *Material and methods*: explains how the study was performed; *Results*: the main findings with specific data; *Conclusions*: contains the most important conclusions of the study.

Please provide 4 to 6 **keywords** which can be used for indexing purpose.

**Text formatting:** The manuscript should be submitted in Word format, normal plain text (10 – point Times New Roman). Use the automatic page numbering function and tab stops or other commands for indents, but not the space bar.

All articles should be written in English. Save your file in .doc format. Do not use .docx files. Abbreviations should be defined at first mention in the abstract or in the manuscript and used consistently thereafter. Only international accepted abbreviations should be used. To avoid plagiarism quotations from other articles or books should be set in quotation marks and duly referenced.

**Acknowledgements** should include all the persons or organizations that contributed to the study. Their names should be written in full.

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The authors must disclose any financial or personal relationship with people or organizations that could inappropriately influence their work.

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**Journal article:** London S.D., Schlosser R.J., Gross C.W. - Endoscopic management of benign sinonasal tumors: a decade of experience. *Am. J. Rhinol.*, 2002;16:221-227.

**Articles published online ahead of the print version:** Schriever V.A., Gupta N., Pade J., Szwczynska M., Hummel T. - Olfactory function following nasal surgery: a 1-year follow-up. *Eur Arch Otorhinolaryngol*, 2012 Mar 2; [Epub ahead of print].

**Articles by DOI:** Punjabi N.M., Caffo B.S., Goodwin J.L., Gottlieb D.J., Newman A.B., et al. - Sleep-disordered breathing and mortality: a prospective cohort study. *PLoS Med.*, 2009;6(8): e1000132. doi:10.1371/journal.pmed.1000132.

**Online material:** United States Food and Drug Administration. Zicam cold remedy nasal products (Cold Remedy Nasal Gel, Cold Remedy Nasal Swabs, and Cold Remedy Saws, Kids Size). MedWatch Public Health Advisory. Available at <http://www.fda.gov/Safety/MedWatch/SafetyInformation/SafetyAlertsforHumanMedicalProducts/ucm166996.htm>. Accessed June 16, 2009.

**Book:** Messerklinger W. – Endoscopy of the nose. Ed. Urban & Schwarzenberg, Baltimore, 1978.

**Book chapter:** Draf W. – Endonasal micro-endoscopic surgery of tumours: state of the art long-term results. In: Fahlbusch R., Buchfelder M., eds. *The Centre of the Skull Base*. Einhorn: Einhorn-Press-Verlag, Reinbek, Germany, 2000;p.78-82.

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