

# ОТО RHINO LARINGOLOGY

International bulletin

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**Correspondence,  
subscription and advertising:**

9000 Varna  
Central Post,  
box 333

**Office:**  
9002 Varna  
St. „Gen. Kisselov“ 27 fl. 1,  
office 2  
tel./fax 052/608 546

**e-mail:**  
stenobg@gmail.com  
www.stenobooks.com

**Published by  
Publishing House STENO**

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Publishing House STENO  
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ISSN 1312-6997



международен бюлетин по  
**Ото Рино ЛАРИНГОЛОГИЯ**

Година XIV, Брой 2/2018 г.

**Издание на  
Издателска къща СТЕНО**

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абонамент и реклама:**

9000 Варна,  
Централна поща,  
п.к. 333

**Офис:**

9002 Варна  
ул. „Ген. Киселов“ 27, ет. 1,  
офис 2  
тел./факс 052 / 608 546

**e-mail:**

stenobg@yahoo.com  
www.stenobooks.com

**Главен редактор:** доц. Марио Милков

**Зам.-главен редактор:** Пламен Недев

**Асоциирани редактори:** Румен Бенчев, Дияна Попова, Иван Цанев

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Издателска къща СТЕНО – Варна

ISSN 2367-878X

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**Submit an original manuscript with one set of original figures and two copies of the complete manuscript. Address all submissions to the Editor / M. Milkov, *Journal Steno*, street, №, Varna, Bulgaria.**

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Arrange manuscript as follows, each component (1-9) beginning on a separate page: (1) title page, (2) abstract, (3) introduction/background, (4) material and methods, (5) results, (6) discussion, (7) references, (8) figure legends, (9) tables.

Place page number and first author's last name at top of each page.

Cite references, figures and tables consecutively as they appear in the text.

### (1) Title page

Title should be concise and descriptive. The title page should include the name of the author with initials or distinguishing first name, and the name and address of the hospital or institution where the work was performed.

List grant support and other assistance.

List alphabetically abbreviations used and three to ten keywords.

Provide name, complete address, telephone number and fax number of corresponding author.

Title page should include also a short (fewer than 45 characters) running head.

### (2) Abstract

Provide on a separate page an abstract of not more than 250 words, consisting of four paragraphs, labeled: Background, Methods, Results and Conclusions. Do not use abbreviations, footnotes, or references. For original articles, if the paper is published in French, an English abstract should be added to the manuscript, and conversely.

### (3) Body of paper

The paper must be conventionally structured in the following chapters: Introduction/

Background, Methods, Results, and Discussions. Each chapter must begin on separate pages. In Materials and Methods, the authors must give sufficient information to permit detailed evaluation and duplication of the work by other investigators. Ethical guidelines followed must be described.

Approval of institutional human research review committees or animal welfare committees should be cited. Outline statistical

methods used. Identify drugs and chemicals used by generic name (if trademarks are mentioned, manufacturer name and city are given).

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