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# Guidelines for Authors

**These guidelines are in accordance with the „Uniform Requirements for Manuscripts submitted to Biomedical Journals“ published in *N Engl J Med* 1997; 336: 309-315**

The *Bulgarian Journal Steno* published original papers, editorials, short rapid communications, case reports and reviews concerned with aspects of general interest of the scientific basis, clinical features, and therapeutic approach of diseases. The journal is published quarterly and papers are accepted for publication both in English and Bulgarian languages. Manuscripts containing original material are accepted if neither the article nor any essential part of this has been or will be published or submitted elsewhere before. This restriction does not apply to abstracts or press reports published in connection with scientific meetings.

**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.**

The manuscripts should be on standard-sized A4 paper in double-spaced typewriting on one side of the paper only. Manuscripts must be prepared in accordance with the „Uniform Requirements for Manuscript submitted to Biomedical Journals“. Manuscripts improperly prepared will be returned to the author without review. A separate covering letter signed by the authors must state that the data have not published elsewhere and identify the author to whom the correspondence must be submitted. All original manuscripts will be submitted to reviewers, known personalities in the field.

## Manuscript preparation

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).

### (4) References

Cite references in order of appearance in text using arabic numerals in parentheses. Cite personal communications and unpublished data directly in text without being numbered. Conform abbreviation to those used in Index Medicus. List of all authors when there are six or fewer; when there are seven or more, list the first three, than et al.

Examples:

#### Original article

23. Kimura K, Ohto M, Matsutani S, Furuse J, Hoshino K, Okuda K. Relative frequencies of portosystemic pathways and renal shunt formation through the „posterior“ gastric vein: portographic study in 460 patients. *Hepatology* 1990; 12: 725-728

#### Article in book:

21. Rousselot LM, Burchell AR. Splenic and arterial portography and hemodynamics in portal hypertension. In: Schiff L, ed. *Diseases of the liver*. Philadelphia: JB Lippincott, 1975: 368-423

### (5) Tables

Tables must be typed and double-spaced, each on separate sheet. Number according to order of citation. Table number and title must appear above table, explanatory notes below.

### (6) Figure legends

Figure legend must be typed and double-spaced. Numbered according to order of citation. Provide enough information to permit the interpretation of figure without reference to text.

### (7) Figures/illustrations

Figures should be professionally designed. Submit one set of high-quality glossy photographs in a separate envelope. They will be submitted in actual-size, as they will be printed without enlargement or reduction. Identify each figure with first's author's last name, figure number in Arabic numerals and an arrow indicating the top on the backside on each figure marked with a soft pencil or on a self-adhesive label affixed to the back of each figure. Color illustrations are accepted if they make an exceptional contribution. Authors will be required to subsidize the publication, if have colored figures at a cost of ? BNL per figure.

Case reports will only be accepted if of major merit and interest. Letters related with articles published in *Steno* or with topics of general interest are welcomed.

Images in *Clinical Medicine* will publish the most interesting images in the field of clinical medicine addressed to the Editor. Corrections other than printer errors may be charged to the author.

## Peer-review procedure

The *Steno* promotes evaluation of all the original papers by two or three independent (?) reviewers. The peer-review process is essential for ensuring the quality of the scientific information disseminated. The reviewers are asked to evaluate the manuscript by applying the same standards as for the international journals. The reviewers send their comments to the Editor. The Editor will inform the authors about the suggestions made by the referee and ask them to answer the questions and make the required corrections. The revised manuscript should be sent in no more than two months to the Editor. Revised manuscripts sent later will not be considered.

When the Editor receives the corrected version with all changes marked, accompanied by a letter with a point-by-point reply to the reviewers' comments, he sends those back to the same reviewer, who makes the final recommendation for acceptance or rejection of the manuscript.

**The Editorial Team *Steno***



Confederation of European  
Otorhinolaryngology – Head and Neck Surgery

## LETTER FROM THE PRESIDENT

**Dear colleagues and friends,**

2015 was a very successful year for ENT in Europe, in general, and the CEORL-HNS in particular, with an outstanding meeting in Prague organised by Profs. Jan Betka, Jan Klozar and Jan Plzak (the „Three Jans“) and their team. Over 3000 participants attended the meeting (exhibitors not included).

Preparations are already in progress for the 2017 meeting, which will be organised October 19-23 in Antalya, Turkey, by Prof. Ferhan Öz. The scientific programme shall offer most practical aspects of our specialty and, in close collaboration with the European Board Examination, also the possibility to pass the written EBEORL exam ([www.ebeorl-hns.org](http://www.ebeorl-hns.org)).

As in previous meetings, the CEORL-HNS is focusing its scientific programme on young colleagues while, at the same time, enabling a very cheap early bird registration fee that may suit their budgets. I wished I had had such a chance when I was a resident.

Please, find all details on the congress website: [www.ceorlhns2017.com](http://www.ceorlhns2017.com)

In addition to providing education and training through congresses, the CEORL-HNS has decided to promote Fellowships. For this, a close collaboration has been started to coordinate the development of such fellowship programmes between the subspecialty societies and the UEMS-ORL-Section.

Last year, the first Fellowship „content“ was started for Head and Neck Surgery. Departments with a large CV in HNS applied as potential hosts and among all young candidates Dr. Robert Sifrer, from Slovenia, was awarded a fellowship in the Department of Prof. René Leemans, Amsterdam.

Discretionally, the Board of the CEORL-HNS decided for two travel grants of 5000.- Euro each, that were given to Dr. Gauthier Desuter, Belgium, and to Dr. Ali Cemal Yumusakhuyly, Turkey, allowing both to spend a minimum of 6 weeks at one or more accredited Head and Neck Departments of their choice. Both travel grant recipients and the fellow will report back in time to inform about their experience.

The financial benefits of the Prague meeting (Again: many thanks to the „three Jans“!!!) have allowed us to promote additional fellowships this year, – one for *Otology-Neurotoogy* and one for *Rhinology*.

Hosting departments and potential candidates should pay attention to our website to submit their respective CV in time. Watch [www.ceorlhns.org](http://www.ceorlhns.org) for the announcement and eligibility criteria.

Fellowship candidates on the shortlist will be invited to a Hearing on Friday, November 4, 2016 in Vienna.

On behalf of the CEORL-HNS, I encourage you to take advantage of these opportunities, participate in our meetings and work with us to further strengthen and unify ENT in Europe.

Manuel Bernal-Sprekelsen, M.D., Ph.D.

President of the CEORL-HNS 2015-2017





## Spring Meeting of the Bulgarian Rhinologic Society

21st till 23rd of April 2017  
Pravets, Bulgaria



Gerald Wolf



Valerie Lund



Andrey Lopatin