

RULES FOR AUTHORS

When sending articles to the editors, we recommend to follow rules, drawn up in accordance with Recommendations for the Conduct, Reporting Editing, and Publication of Scholarly Work in Medical Journals, developed by the International Committee of Medical Journal Editors.

MANUSCRIPT

The manuscript is sent to the editors in electronic form via the online form on the website <http://www.jtransplantologiya.ru/> The downloadable file must be submitted in Microsoft Word format (*.doc, *.docx, *.rtf).

The volume of the full manuscript text, including tables and references should not exceed 25,000 characters for original researches, and 60,000 characters for lectures and reviews. In case these limits are exceeded and cannot be reduced according to the author's opinion, the decision upon publishing is taken by the Editorial Board following the reviewer's recommendation.

The text should be written in Times New Roman, size 14 pt and one and a half line spacing. Margins – 2 cm on each side. Highlighting of the text should be only made with italics or bold letters. Repeated spaces and extra line breaking are excluded.

The downloadable file should contain all the information for publishing (including figures and tables). The structure of a manuscript should be as follows:

ABSTRACT IN RUSSIAN

Title. It should be informative and short enough (acronyms are permitted).

Authors. When writing names of authors, the surname should follow initials (A.V. Ivanov, V.G. Petrov, D.E. Sidorov). If the list contains more than 1 name, it is required to specify contribution (percentage and description) of each author to the paper. If the authorship is attributed to a group of authors, all members should meet all the criteria and requirements for authors (for example: the development of concept and design, or analysis and interpretation of data; justification of the manuscript or check of the critically important intellectual content, the final approval for publishing). Surnames are set in descending order of co-authors' contribution. The contact information of a corresponding author should be indicated (postal and e-mail address, available phone number, affiliation, academic degree and rank). For all authors of the article, the ORCID should be given (for example, <https://orcid.org/0000000207461884>), as well as the place of work, position, academic degree and rank.

Name of institution. It is necessary to write full official names of institutions (without abbreviations). If authors are employed by different institutions, it is necessary to relate the names of institutions and names of authors by adding numeric superscripts before names of institutions and names of respective authors. The first author's name should correspond to the institution referred to as the first.

Abstract should be structured (original work): background, objectives, material and methods, results, conclusion. The abstract accurately reflects the content of an article. The abstract text for the original article should not contain more than 300 words, for literature review, clinical observation - no more than 200 words. The abstract

should not contain acronyms and abbreviations, except for units of measurement.

Keywords. Keywords (3-10) have to be listed for indexing by search engines. Keywords in Russian and in English should correspond.

ABSTRACT IN ENGLISH

Title. The title must be translated into English according to grammar rules and fully present the meaning of the title in Russian.

Authors. Names are written the same way as in previously published foreign studies. Authors who are published for the first time, should use BGN/PCGN transliteration (see below).

Affiliation. The official English name of an institution has to be written. The most complete list of institutions and their official English names is on the website RUNEB eLibrary.ru

Abstract. The English version of an abstract should fully represent its meaning and structure in Russian.

Keywords. *Medical Subject Headings (MeSH)* thesaurus should be used to select keywords (<http://www.ncbi.nlm.nih.gov/mesh>).

FULL TEXT (in Russian, English or both languages), signed by all co-authors is divided into sections. The structure of the full text of a manuscript, devoted to description of results of the original study, complies with the generally accepted pattern and contains sections: introduction (background), aims and objectives, material and methods, results, discussion, conclusion, findings.

Aim of study. It reflects the need to address the current issues arising from the content of the introduction.

Objectives. Consistent presentation of stages of clinical, laboratory and experimental research needed to accomplish the aim.

Introduction. The section reveals study relevance on the basis of published data, and covers the issue with reference to most significant publications. In the end of introduction, the aim of study is formulated (see above).

Material and Methods. The section deals with information about patients enrolled in the study (quantitative and qualitative characteristics of patients/surveyed) or experimental animals/devices, the design of the study, clinical, laboratory, instrumental, experimental and other methodologies, including statistical methods of data processing. When mentioning the equipment and drugs, the company and country of origin are indicated in brackets. International generic names (INN) of drugs and medicines may be given in the Journal. Commercial (proprietary) names of drugs manufactured by different companies are listed in "Material and Methods", including the manufacturer and international nonproprietary (generic) name.

Results is the main part of the manuscript. Results should be presented in a logical sequence, they may also be presented as tables and illustrations. Avoid duplication of results: the text should not repeat all the data from tables and figures, it is necessary to mention or comment on only the most important ones. Figures should not duplicate data given in tables. Captions and description of figure details should be numbered and given on a separate page. Values of measurements must comply with the International System of Units (SI). Abbreviations must necessarily be transcribed (except commonly used) and listed at the beginning of the article.

Symbols of chemical elements and compounds are given in words unless there is an objective necessity to write the chemical formula.

Latin names of microorganisms should be written in accordance with modern classification, in italics. The first mention of a

microorganism is given indicating genus and species (e.g., *Escherichia coli*, *Staphylococcus aureus*, *Streptomyces lividans*). The genus be shortened to one letter (*E. coli*, *S. aureus*, *S. lividans*) when repeatedly mentioned.

Genetic elements should be given as three-letter designation of Latin alphabet in lowercase italics (*tet*), and products encoded by corresponding genetic elements are denoted by direct capital letters (TET).

Discussion includes interpretation of results and its significance with reference to previously published own works and papers of other authors. The content should be clear and concise. Be sure to highlight new and important aspects of the research results and compare it with results of other researchers, if possible. Do not repeat information already provided in "Introduction", and details in "Results". The scope of the research competence and its practical significance should be described. The discussion may include ideas and reasonable recommendations.

Conclusions. The section sums up the research and highlights issues for the further study basing on the analyzed data. Own data collected during the study, is consistently presented reflecting the results.

REFERENCES

The bibliography should be compiled in accordance with the rules for the preparation of bibliographic lists developed in accordance with the recommendations of PubMed and Scopus (standard U.S. National Information Standards Organization NISO Z39.292005 [R2010]). The correct description of the sources used in the references is the guarantee that the cited publication will be taken into account when evaluating the publication indicators of its authors and the organizations where authors work.

Each bibliographic source in the references list should be placed on a new line under the serial number. References are listed in order of citation, and not in alphabetical order. References to literary sources are signed with Arabic numerals in square brackets.

It is unacceptable to reduce the title of an article. English titles should be given in accordance with the *PubMed* database of titles. If a journal is not indexed in *PubMed*, you must specify its full name. Names of domestic journals should not be reduced.

It is recommended that works published over the past 5 years be included in the list of cited literature.

Not allowed:

links to unpublished works, dissertations, abstracts and materials published in various collections of conferences, congresses, etc. Links to abstracts of conferences, congresses, congresses, laws, etc. can be included in the list of references only if they are accessible and detected by search engines on the Internet - at the same time, the URL and date of contact are indicated.

References to works published many years ago (exception - rare highly informative works) are not allowed.

The bibliography of both Russian and foreign sources should be based on the Vancouver style in the AMA version (AMA style, <http://www.amamanualofstyle.com>).

If the number of authors does not exceed 6, all authors are indicated in the bibliographic description. If the number of authors is more than 6, six first authors should be indicated and add “et al.”

Links to foreign sources must contain unique identifier number (PMID) and digital object identifier (DOI), which may be used on websites (<http://www.ncbi.nih.gov/entrez/query.fcgi?db=PubMed>) and (<http://www.crossref.org/guestquery/>), respectively. Please pay attention

to the only correct layout of the DOI link: Example.
<https://doi.org/10.5468/ogs.2016.59.1.1>

After the DOI link and URL (http), no dot is set!

All sources (the name of the monograph, collection, journal) in the list of references are in italics.

EXAMPLES:

(When making a link, it is recommended to take into account all the details (intervals, punctuation, capital letters, italics, etc.):

Monograph:

Morris PJ, Knechtle SJ. *Kidney transplantation. Principles and Practice*. 7th ed. Philadelphia: Saunders Elsevier; 2013.

Edited monograph:

Hakim NS, Stratta RJ, Grey D, Friend P, Colman A. (eds.) *Pancreas, islet, and stem cell transplantation for diabetes*. 2nd ed. Oxford university press; 2010.

Chapter from the book:

Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM. (eds.) *Hypertension: pathophysiology, diagnosis, and management*. 2nd ed. New York: Raven Press; 1995. p. 465–478.

Journal article

Mehta N, Guy J, Frenette CT, Dodge JL, Osorio RW, Minter WB, et al. Excellent outcomes of liver transplantation following down-staging of hepatocellular carcinoma to within Milan criteria: a multicenter study. *Clin Gastroenterol Hepatol*. 2018;16(6):955–964. PMID: 29175528
<https://doi.org/10.1016/j.cgh.2017.11.037>

Link to Internet source:

WHO. Consolidated guidelines on HIV prevention, diagnosis, treatment and care for key populations. Available at: <https://www.who.int/hiv/pub/guidelines/keypopulations/en/> [Accessed May 10, 2019].

According to the new rules, taking into account the requirements of such international citation systems as Web of Science and Scopus, in addition to the Russian-language list of sources, it is necessary to create a similar list in the Latin alphabet - References (Roman sources remain unchanged, Cyrillic sources are transliterated (transliteration is the transfer of the Russian word in Latin letters) BGN / PCGN standard (United States Board on Geographic Names / Permanent Committee on Geographical Names for British Official Use), if there is no original translation). To transliterate text in accordance with the BGN standard, you can use the link <https://translit.ru/en/bgn/>

Before placing the text in the transliteration workspace, make sure that you select the BGN standard. At the very end of the bibliographic description, in parentheses are placed an indication of the source language of the publication (In Russ.).

Rules for preparing bibliographic descriptions (References) of Russian-language sources for uploading to international citation indices

The names and initials of the authors are transliterated in the BGN standard.

The title of the article (monograph) in English should be given as given in the original publication. In the absence of the original translation, the name of the monograph (article) is transliterated.

The name of Russian-language magazines is transliterated if there is no original translation.

Pay attention to punctuation in the examples!

EXAMPLES:

Monograph:

Khubutiya MSh. (ed.) *Transplantologiya: uchebnik dlya vuzov*. Moscow: GEOTAR-Media Publ.; 2016. (In Russ.).

Chapter from the book:

Tarabrin EA, Karchevskaya NA, Khubutiya MSh, Chuchalin AG. Transplantatsiya legkikh. In: Chuchalin AG. (ed.) *Respiratornaya meditsina: rukovodstvo: in 3 vol. 2nd ed.* Moscow: Litterra Publ.; 2017. Vol. 3. p. 405–421. (In Russ.).

Journal article

Khubutiya MSh, Gasanov AM, Tarabrin EA, Kallagov TE, Pervakova EI, Krasovskiy SA. Percutaneous endoscopic gastrostomy in comprehensive preparing the patients with severe body mass deficiency for lung transplantation. *Transplantologiya. The Russian Journal of Transplantation*. 2019;11(1):55–60. (In Russ.).
<https://doi.org/10.23873/2074-0506-2019-11-1-55-60>

Sushkov OI, Likhter MS, Maynovskaya OA, Saifutdinova KR, Shahmatov DG. Is implantation metastasis of colorectal cancer to the kidney possible? *Urologiia*. 2018;(6):118–121. (In Russ.).
<https://dx.doi.org/10.18565/urology.2018.6.118-121>

Link to Internet source:

VICH-infektsiya v usloviyakh megapolisa: opyt Moskvy. Available at: <https://mosgorzdrav.ru/ru-RU/magic/default/download/8554.html> [Accessed May 10, 2019]. (In Russ.).

Authors shall be responsible for the reliability of bibliographic information and may be denied the right to publish.

ADDITIONAL INFORMATION

(In Russian, English or both languages)

Conflict of interests. Authors must disclose potential and apparent conflicts of interests related to the manuscript. Any situation may be regarded as a conflict of interests (financial relationships, service or work in institutions with financial or political interest in the published materials, duties, etc.) which may affect the author's manuscript and lead to hiding, distortion of data, changes in data interpretation. The presence of a conflict of interests in one or more authors is not a reason for refusal in publishing. However, if editors reveal concealing potential and apparent conflicts of interests by authors, they may refuse to review and publish the manuscript.

Sponsorship. It is necessary to specify the source of financing for both research and publishing process (funds, commercial or government organization, private person etc.). The amount of financing is not required.

Commendations. Authors may express gratitude to individuals and organizations, contributed to publishing of an article, but not its authors.

Tables should be placed in the text of the article, have numbered title and clear columns, convenient and simple to read. These tables present figures in the text, but should not duplicate the information therein. References to tables in the text are obligatory. Tables should indicate dimension of parameters and presentation of data ($M\pm m$; $M\pm SD$; Me ; Mo , etc.). Explanatory notes are provided below tables, if necessary. Abbreviations should be listed in the footnote below the table also in alphabetical order.

Graphics (graphs, charts, diagrams, schemes and other illustrations in MS Office) should be contrasting and sharp. Each figure should be placed in the text and accompanied by a numbered caption. The explanation of the meaning of all curves, letters, numbers and other symbols is given below.

Photographs, screenshots and other digital images are downloaded separately in a special section, formatted *.jpeg, *.bmp, *.gif (*.doc and *.docx if there are additional notes on illustrations). Image resolution should be 300 dpi. Image files must be named with respect to the number of the figure in the text. The description of a file should contain caption with respect to the name of a photo being placed in the text.

Places for tables and illustrations are indicated in the margins of the text.

Example:

Fig. 1. Lyophilized allografts based on bone

Captions to microphotographs indicate magnification (eyepiece lens) and the method of staining or impregnation. References to illustrations in the text are obligatory.

Compliance with ethics. To publish the results of the original work, which is a prospective study, you must specify whether all participants (volunteers) signed an informed consent. In case the research involves animals, you must specify whether the study was performed in accordance with ethical principles and standards of biomedical research involving animals. In both cases, you must specify whether the study was approved by the ethics committee (bring the name of the organization, its location, the protocol number and the date of the committee meeting).

Supporting documents. When submitting the manuscript to the editors you must also upload files which contain scanned images of the completed and certified supporting documents (*.pdf format). Accompanying documents include a cover letter (publishing directive, opinion of the expert commission or similar documents) from the place of the author's work with the seal and signature of its head and other authorized persons, as well as the last page of an article with signatures of all co-authors, and a covering letter from the responsible author of a certain sample (covering letter). In addition, here is the information that the manuscript is not under consideration by another publication, it has not been previously published and includes full disclosure of conflict of interests (if there is no conflict of interests, "a conflict of interests is not stated" is written there). If the manuscript is part of a thesis, it is necessary to specify the alleged terms of defence.

Procedure of revision of editor/s/reviewer's decision. If the author does not agree with the conclusions of a reviewer and/or editor or with individual comments, he/she may challenge such decision. For this purpose the author should:

- Correct the manuscript in accordance with the justified comments of reviewers and editors;

- To explain clearly his/her position in relation to the disputable issues.

The editors facilitate the repeated submission of manuscripts which could have been accepted but have been denied for the need to make essential alterations in them or to collect additional data. They are also ready to explain in details what should be corrected in the manuscript so that it is accepted for publication.

Error correction. If errors are found in the text of the article that affect its perception, but do not distort the stated research results, they can be corrected by replacing the pdf file of the article and indicating an error in the article file itself and on the article page on the journal website.

Article Retraction. According to the rules of the Council on Ethics of Scientific Publications of Association of Science Editors and Publishers - [<https://rasep.ru/sovet-po-etike/pravilo-otzyva-retragirovaniya-stati-ot-publikatsii>], the grounds for article retraction are:

- detection of plagiarism in the article;
- detection of falsifications;
- detection of serious errors that cast doubt on scientific value of the article;
- incorrect list of authors;
- duplication of the article in several journals;
- republishing the article without the author's consent;
- concealment of conflict of interest and other violations of publication ethics;
- the fact that the article hasn't been peer reviewed.

After the decision to retract the article is made, the chief editor informs its authors, indicating the reason and date of retraction. The article remains on the journal's site as part of the corresponding journal issue, but is marked "Retracted" with the retraction date (the mark is

placed on top of the text of the article and in the table of contents); in addition, a message about retraction is placed in the news section of the site, and the chief editor sends information about the article retraction to all online libraries and databases in which the journal is indexed.

FILLING THE ONLINE-FORM

For successful indexing of articles in national and international databases, when submitting a manuscript to the editors via an online form you must separately enter all its metadata in detail. Some metadata are entered separately in Russian and English languages: the name of institution where authors are employed, detailed affiliation, title, abstract, keywords, name of sponsoring organizations.

Authors. Names of authors are filled in only in English. You must fill the full personal data of all authors. Email of a corresponding author shall be published for communication with all authors in the text, and will be freely available for Internet users and subscribers of the printed version.

Title. It must be fully duplicated in English.

Abstract. It must exactly match the text in the manuscript file both in English and Russian.

Indexing. Keywords (3-10) have to be listed for indexing by search engines. Keywords should be mutually translated into English. *Medical Subject Headings (MeSH)* thesaurus should be used to select keywords.

Language. You must specify the language of the manuscript full text. In case where an article is published in two languages, be sure to specify language double indexing (for example, [ru; en]).

Bibliography. The list of references should be arranged in accordance with the above design rules for reference lists, developed in

accordance with recommendations of *PubMed* and *Scopus* (U.S. National Information Standards Organization NISO Z39.29-2005 [D2010]).

You should send the additional information as separate files together with the article immediately after loading the main manuscript file. Additional files include supporting documents, image files, initial data (if authors wish to submit it for its information, or at the request of reviewers), video and audio material, which is advisable to publish with an article in the online version. Before you send, you should make the description of each file being sent. If the information from an additional file is supposed to be published in the text of the article, you must give the file an appropriate name (for example, the description of the image file must contain a numbered caption: Fig. 2. Remote recipient liver).

Completion of sending the article. After loading all the additional materials it is necessary to check the list of uploaded files, and complete the process of sending the article. After sending, you shall be notified of receiving the article by the editors within 7 days via submitted e-mail (no letter is an indication that the manuscript has not been received, edited). Authors may contact the editorial office (editor or reviewers) anytime, as well as track the processing stage of the manuscript through a personal account on the website of the Journal.

The editors have the right to make literary and scientific editing and change the design of illustrative material without distorting the meaning of the information provided.

All accepted articles are reviewed. Articles are sent to reviewers without names of authors. Notes requiring corrections in the text of the article are sent by editors to an author.

The opinions or assertions contained in published material pertain to the authors and may differ from those of the Editorial Board

The payment for publishing of manuscripts, as well as the fees, are not provided.

Articles which do not meet these requirements will not be accepted. The date of the manuscript receipt shall be the date of the final version receipt.