

GUIDELINES FOR AUTHORS

SCOPE

Croatian Head and Neck Journal (CHNJ) is an open-access, peer-reviewed journal that publishes articles in all areas of diseases of the head and neck. *CHNJ* aims to provide contemporary, ethical, and clinically relevant information in the following areas: general otorhinolaryngology and head and neck surgery; maxillofacial surgery; rhinology; skull base surgery; otology and neurotology; laryngology; head and neck oncology; phoniatics; speech language pathology; facial plastics and reconstructive surgery; as well as pediatric otolaryngology and related specialties.

The types of articles accepted include original research articles, review articles, analytic reviews such as meta-analyses, insightful editorials, medical news, case reports, short communications, correspondence, images in medical practice, clinical problem solving, perspectives, and new surgical techniques. The journal is published biannually and available in print and online.

All the manuscripts submitted to *CHNJ* should follow the "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals" set by the International Committee for Medical Journal Editors (ICMJE) (<https://www.icmje.org/icmje-recommendations.pdf>). Regarding ethical considerations, *CHNJ* complies with the Committee on Publication Ethics (COPE) guidelines (<https://publicationethics.org/resources/guidelines>). All entries are accepted under the condition that they have not been and will not be published elsewhere significantly in any format. Furthermore, neither the content nor the data collecting should raise any ethical issues. Any research materials may be requested by *CHNJ* at any time. Clinical trials should be registered in any of the primary registers that participate in the WHO International Clinical Trials Registry Platform (<http://www.who.int/ictrp/network/primary/en/index.html>). Registration in a partner register only is insufficient. Each register offers guidelines for the registration process. The registration number should be included at the end of the Abstract.

Disclosure of the use of artificial intelligence-assisted technology in manuscript preparation

CHNJ fully complies with Section II.A.4 of the ICMJE recommendations (update January 2025, <https://www.icmje.org/icmje-recommendations.pdf>), which describes the authors' responsibilities and journal requirements regarding the use of AI-assisted technology in manuscript preparation.

Other possible conflicts of interest

All reviewers and editors included in the publication process are also asked to disclose any potential conflict of interest regarding the manuscript they are asked to review (primarily relationships with the pharmaceutical industry).

PLAGIARISM DETECTION

Manuscripts are checked for text similarity and manually verified by the editor using the CrossRef Similarity Check software (<https://www.crossref.org/services/similarity-check/>), and instances of suspected plagiarism are dealt with according to the COPE (<http://publicationethics.org/resources/flowcharts>) and ICMJE guidelines.

Manuscript preparation and submission

The following items must be submitted to *CHNJ*:

1. Cover letter states the major finding and the novelty of the study. The letter should include the information on the manuscript's prior publication or previous rejection by another journal. If the manuscript has been rejected previously by another journal, the authors should describe how it has been improved since rejection.
2. Manuscript text
3. *CHNJ* Affirmation of Authorship Form. All contributing authors must fill out and sign these statements and submit them to the Editorial Office.
4. ICMJE disclosure of potential conflicts of interest (http://www.icmje.org/coi_disclosure.pdf). In the form, authors state all possible conflicts of interest, including financial, consultant, and institutional relationships that might lead to bias or a conflict of interest. The details of such disclosures will be kept confidential, but the authors are urged to make general statements in the Acknowledgment section of the manuscript.

TEXT ORGANIZATION AND STYLE

Abstract

Original research articles should have a structured abstract of not more than 250 words. The abstract should include four headings: Aims, Methods, Results, and Conclusion.

Text of an original research article

Organize the manuscript into four main headings: Introduction, Patients/Material and Methods, Results, and Discussion.

Introduction

Authors should specify the knowledge gap that the study attempts to fill. Rather than summarizing textbook knowledge, authors should briefly describe the current situation in the field and proceed to the unresolved issue that the study addresses. End the section with the aim of the study.

Patients/material and methods

Provide sufficient information on patients/material, methods, instrument, ethical considerations, and statistical analysis to enable replication of the study. The names of chemicals and devices used should be followed by the information on the manufacturer (name, city, and country) in parentheses. All human and animal studies must have been approved by the relevant ethics committees. The official number of the approval is required.

Informed consent for participation in the study should be signed by all the participants, when necessary (please consult <http://icmje.org/recommendations/browse/roles-and-responsibilities/protection-of-research-participants.html>). Authors should ensure that patients' anonymity is protected.

Statistical analysis

Test appropriate variables for the normality of distribution and mention the test used. List the statistical tests employed and relate each test to a particular data analysis. Define the means of data presentation. When multiple comparisons are used, apply appropriate correction of type I error rate. Specify the level of significance and the name of the statistical package used (version, manufacturer, city, state).

Results

Present your results logically, following the order established in the Methods section. List only the major findings, along with numerical data, and for details refer to Tables and Figures. Only essential statistical significances should be added in parentheses, with three decimal places or as $P < 0.001$.

Discussion

Begin this section with the main finding of your study; compare your results with other findings presented in the relevant literature (although a complete literature review is unnecessary). List the study limitations and suggestions for further research. Finally, provide a short conclusion that conveys a clear take-home message. The purpose of the Discussion section is to discuss rather than to recapitulate the results. However, avoid speculation and base your conclusions strictly on the findings of your study.

Tables

Use tables to present the numerical data that cannot be summarized in a few sentences in the text. Present the same data either in a table or a figure. Choose suitable SI units. The number of decimal digits should be determined by the precision of biological measurements and in concordance with the sample size. Place explanatory matter in footnotes, not in the heading. Mark the footnotes using the following symbols, in this sequence: *, †, ‡, §, ||, ¶, **, ††, ‡‡, ...

Figures

The preferred format for graphs or charts is XLS or XLSX. Graphs and charts saved as image (raster) files such as JPG, TIF, or GIF and imported into Word or PowerPoint are not acceptable. Each figure must be saved in a TIF, EPS, JPG, or PDF file. The resolution for photographic images should be at least 300 dpi, and the minimum image width should be 6 cm. Photographs and radiographs with text should be saved at a resolution of at least 600 dpi. Please submit files in RGB format.

Please ensure that non-essential patient's identifying details are removed from the figures. Patients should provide written consent for the publication of data and images. Identify machine settings for magnetic resonance images, and give the magnification of all photomicrographs. Label each axis adequately. SI units should be used. Crop radiographs to present only what is essential. Frontal and lateral projections should be of the same scale and density, and corresponding details should be at the same level.

References

CHNJ follows the ICMJE recommendations for reference formatting (http://www.nlm.nih.gov/bsd/uniform_requirements.html), with sequential numbering in the text and respective ordering within the list.

Acknowledgement section

In this section, disclose sources of funding and conflicts of interest.

REPORTING SPECIFIC TYPE OF STUDIES

The authors should follow available recommendations for the following study designs: PRISMA for meta-analyses of randomized controlled trials (<http://www.stard-statement.org/>), MOOSE for meta-analyses of epidemiological studies (<http://jamanetwork.com/journals/jama/article-abstract/192614>), AMSTAR for systematic reviews (<https://amstar.ca/index.php>), STARD for studies of diagnostic accuracy (<http://www.stard-statement.org/>), STROBE for reporting observational studies in epidemiology (cohort, case-control, and cross-sectional studies) (<https://www.strobe-statement.org/index.php?id=strobe-home>), ARRIVE for research using laboratory animals (<https://www.nc3rs.org.uk/arrive-guidelines>), CONSORT for randomized controlled trials (<http://www.consort-statement.org/>), TREND for non-randomized controlled trials (<https://www.cdc.gov/trendstatement/>), SQUIRE for quality improvement studies in health care (<http://www.squire-statement.org/>), COREQ for reporting qualitative research (<https://academic.oup.com/intqhc/article/19/6/349/1791966/Consolidated-criteria-for-reporting-qualitative>), and CARE for case reports (<http://www.care-statement.org/>).

Where the subjects of research comprise organisms capable of differentiation by sex or gender, the authors should follow SAGER guidelines (<https://researchintegrityjournal.biomedcentral.com/articles/10.1186/s41073-016-0007-6>). The latest updates of reporting guidelines are available from the EQUATOR Network (<http://www.equatornetwork.org/resource-centre/library-ofhealth-research-reporting/>).

Reviews

Systematic reviews and meta-analyses should be submitted under the Original Research Article category and organized accordingly.

A narrative review is an invited article written by an expert, critically analyzing and updating on a relevant subject. The expert must have important own previous publications related to the subject. Unsolicited reviews should be discussed with the Editor-in-Chief (predstojnik.orl@kbc-zagreb.hr) before submission. Reviews should have 2000-3500 words and no more than 75 references.

Short communications

Short communication is a publication that aims to disseminate important preliminary results that are likely to affect the medical community. Following their Short Communication, the authors are encouraged to submit the original research article to *CHNJ*. Although *CHNJ* occasionally accepts the submission of this type of article, fragmentation of a body of work into several short publications is strongly discouraged. Manuscripts should be no longer than 1200 words of text, excluding the abstract and references.

Case reports

Case reports present a new disease mechanism, diagnostic, or treatment. A case report should include an unstructured abstract of no more than 250 words. The text should be limited to 1000 words and organized into three main headings: Introduction, Case Report, and Discussion.

Essays

An essay is a personal comment on any topic of interest to our readership of medical doctors. These original, opinion-based publications have no abstract and no more than 1500 words.

Correspondence

A Correspondence (or Opinion paper) may address any important topic not linked to a specific article. Correspondence should be no longer than 1000 words (main text only).

Letter to the Editor

Letter to the Editor is intended to offer objective and constructive criticism of an article recently published in *CHNJ*. It must be received within 6 months after publication of the article. A Letter should be no longer than 500 words. The authors of the original article will be given an opportunity to reply.

LANGUAGE

The official language of *CHNJ* is the United States English. Although the Editors retain the right to style and shorten texts accepted for publication, *CHNJ*'s Editorial Office does not offer major copyediting services. Therefore, the author should make sure that the language of the manuscript is thoroughly revised before submission. The Editorial Office may reject a manuscript if the language is considered poor.

ABBREVIATIONS

Abbreviations must be spelled out at first mention, followed by the abbreviation in parentheses. Abbreviations and acronyms may be used in the text only if they occur three or more times.

SUBMISSION OF MANUSCRIPTS

Manuscripts should be submitted electronically using [our submission software](#).

REVIEW AND PUBLICATION PROCESS

CHNJ does not impose any processing charges on the authors, nor does it offer any financial compensation to the reviewers. The review process is double-blind. Each manuscript is reviewed by two independent experts in the field and a statistical reviewer (if necessary). The final decision is reached in about 8 weeks. After acceptance, manuscripts undergo a copyediting process, and authors can expect to be contacted for revision more than once. Following copyediting, manuscript will be processed into proofs. The senior editor will send the corresponding author a galley proof by e-mail, which should be corrected and returned within 48 hours.