

Publishing requirements – instructions for authors

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GENERAL INFORMATION

The Journal "Pediatric Endocrinology, Diabetes & Metabolism" („Endokrynologia, Diabetologia i Choroby Przemiany Materii Wieku Rozwojowego") publishes papers concerning all aspects in the following fields:

- editorial articles,
- original clinical, laboratory and experimental papers,
- educational papers – standards, schemes, case reports,
- review articles
- letters to the Editor,
- reports from conferences,
- reviews of literature,
- announcements.

Papers are accepted in Polish and English, and in case of foreign authors – only in English. The instructions are based on "Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication, Updated October 2008" prepared by International Committee of Medical Journals Editors.

The Journal is indexed in Index Medicus/Medline, Excerpta Medica/EMBASE and in Index Copernicus.

Journal "Pediatric Endocrinology, Diabetes & Metabolism" („Endokrynologia, Diabetologia i Choroby Przemiany Materii Wieku Rozwojowego") is published as a quarterly, *i.e.* four times per year in paper form. Abstracts are available on-line in electronic form on web sides of the Publisher:

http://www.cornetis.com.pl/streszczenia_en.php.

EDITORIAL POLICY

Authorship

Authorship credit should be based on:

- 1) substantial contribution to conception and design, acquisition of data, analysis, and interpretation of data;
- 2) drafting the article or revising it critically for important intellectual content;
- 3) final approval of the version to be published.

Authors should meet conditions 1, 2, and 3. When a large, multi-center group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. When submitting a group manuscript, the corresponding author should clearly indicate the preferred citation of authors and should clearly identify all individual authors as well as the group name. The order of authorship on the byline should be a joint decision of the co-authors. All persons designated as authors should qualify for authorship, and all those who qualify should be listed. Each author should participate sufficiently in the work to take public responsibility for appropriate fragments of the study and for the conflict of interests. All contributors who do not meet the criteria for authorship should be listed in the acknowledgments section. All persons must give written permission to be acknowledged.

Reviews

The authors who submit manuscripts for publication agree to undergo reviewing process. All submitted manuscripts are subjected to editorial review and subsequently peer review by two experts who are not part of the editorial staff. The submitted manuscripts will not be sent to reviewers from the same centre as the authors and to persons who can be in conflict of interest with the authors. All reviews are confidential and anonymous. The reviewers may not use the content of the manuscript before its publication. The manuscript is given an editorial number which will identify the manuscript at all stages of the editorial process. The author is notified about the reviews and corresponds with the Editor of the Journal about possible remarks or qualification of the study for printing. The final decision concerning printing is made by the Editor-in-Chief.

Conflict of interests

Authors must disclose all conflicts of interest to the Editor and describe them on a separate page enclosed to the paper:

- **financial relationships** (employment, consultation, stock ownership, remuneration, paid expertise),
- **personal relationships**,
- **academic competition** and others which could affect, according to the Editor or Readers, the content of the study,
- **sponsoring** of the whole or part of the study – draft, collection, analysis

and interpretation of data, report writing and decision on submitting for publication.

The reviewers and editors are also obliged to disclose in a letter to Editor-in-Chief all connections which could be suspected as conflict of interests with the Author. The letter should contain all connections with commercial companies dealing with medical products described in the manuscript. The form "Declaration of the conflict of interests" is available on the home page: http://www.cornetis.com.pl/czasopismo_en.php?issn=1234-625X.

Patients confidentiality

The Authors of scientific papers are obliged to ensure patients privacy rights. Only clinically or scientifically important data are permitted for publishing. Data on ethnicity, race, culture and religion of a patient should be disclosed only if in the Author's opinion they affect the course of disease and/or treatment. If identifying details cannot be omitted, informed consent must be obtained from the patient (or his/her guardian) for the publication of personal data, photographs, X-rays etc. which should be noted in the study. Authors should disclose to these patients whether any potential identifiable material might be available in Internet after publication.

Ethical requirements

When reporting experiments on human subjects, the authors should indicate whether the procedures were in accordance with the principles of the Helsinki Declaration, which should be noted in the description of Methods. For those investigations the Authors must get a permission from the Regional Supervising Committee for Investigations on Human Subjects (Ethical Committee). Animal experimentation must also be approved by appropriate committee, which should be indicated in a letter to the Editor.

Clinical trials

The requirement for publishing a paper that contains reports from clinical studies is that the number of registration in appropriate registration centre – must be submitted.

Civil responsibility

The Editor will observe the content of the manuscript, however full responsibility for the content of the article lies with the Author, and for the advertisements – the sponsoring company or marketing company. The Editorial Board and the Publisher do not take responsibility for the results of possible unreliability.

Copyright

If it is not otherwise specified when submitting the manuscript to the Editor, the Authors transfer copyright (including printing, electronic publishing and on-line publishing) to the Editor. Only publication of abstracts is permitted without the Editor's consent. The Authors obtain 10 reprints of the article. For the above reason the Authors do not receive remuneration.

DETAILED INFORMATION

Sending the manuscript to the Journal

Original papers and editorial articles should be submitted in English, other papers (case reports, reviews, others) can be printed in Polish. Sending the manuscript to the Journal is equal to the statement that it has not been published in other Journals and that it has not been submitted to another Editor. Submitting the manuscript for publication also means that all Authors agree for the publication and that all Authors had full access to all data in the study and take full responsibility for the reliability and thoroughness of analysis.

Editors may sometimes choose to publish material that has already been published in other Journals, if the articles need to reach the widest possible audience. Manuscripts should be sent to the Editor in three copies. If the manuscript is not accepted for publication the Editor will return one copy of the manuscript.

Manuscript

- 1) The size of original and review articles should not exceed 12 pages, and case reports – 5 pages of manuscript, including references, tables, figures and abstracts (standard page – 1800 characters).
- 2) The manuscripts should be printed on A4 format pages, double spaced, size 12 font, (Arial, Times New Roman), 1 cm left margins and 4 cm right margins.

- 3) Highlighted parts of the text should be in bold print.
- 4) On right margins the position of tables and figures should be noted in pencil.
- 5) The title page should carry the following Information:
 - the title of the article in English and Polish,
 - authors' names and institutional affiliations, the name of the department(s) and institution(s) to which the work should be attributed,
 - full name of the institution/institutions from which the paper originates (in official version), in case of original studies also in English,
 - Author's address for correspondence, including the name of Author, scientific title, address, telephone and fax numbers, and e-mail address. It signifies consent for the publication of presented personal data,
 - key words in English and Polish according to the current Medical Subject Heading list (MeSH). If suitable MeSH terms are not yet available for recently introduced terms, present terms may be used.
- 6) The second page should contain source(s) of support (grant, sponsor etc.), acknowledgements, the name of the congress at which the study was presented and the patients consent for publication of his/her image. The Authors should explain whether they had writing assistance and identify the entity that paid for this assistance.
- 7) All possible conflicts of interests should be described on a separate form, which is available on page http://www.cornetis.com.pl/czasopismo_en.php?issn=1234-625X.

Abstract and key words

The manuscript should be preceded by an abstract in Polish and English. The abstract of original studies and editorials should contain 150-300 words in Polish and 150-250 words in English and should be divided into five sections with the headings: Introduction, Aim of Study, Material and Methods, Results, and Conclusion. All abbreviations used in the text should be explained. The abstract of review articles and case reports should contain 150-250 words. Following the abstract, the Authors provide no more than 5 key words in Polish and English according to the current Medical Subject Headings (MeSH) list; if suitable MeSH terms are not yet available for recently introduced terms, present terms may be used.

Text structure

The text of the manuscript should be divided into sections: Introduction, Aim of Study, Material and Methods, Results, Discussion, Conclusions, References, Tables, Legends to Figures (in a single text file) and Figures.

Tables

The tables should be sent in three copies. Each table should be typed on a separate sheet of paper A4 format. Titles for tables and their contents should be in Polish and English (legends in Polish and in English must be contained in one Table). All abbreviations should be explained in footnotes. The tables should be numbered in Roman numerals.

Figures

Figures should be sent in three copies. They should be either professionally drawn in black ink on white paper or submitted as photographic quality digital prints, together with electronic files of figures (JPEG or TIF). Titles for figures and headings should be in Polish and English. All abbreviations should be explained in footnotes. The figures should be numbered in Arabic numerals. Titles for figures should be sent on a separate sheet of paper.

Figures should be accompanied by data from which they were made. The Editor has a right to create figures basing on the enclosed data.

Units of measurement

Measurements of length, height, weight and volume should be reported in metric units (meter, kilogram, liter) or their decimal multiples. Temperatures should be in degrees Celsius. All other units should be accordant with the International System of Units (SI).

Abbreviations and symbols

Use only standard abbreviations and symbols. The full term for which an abbreviation stands should precede its first use in the text.

References

References should be numbered consecutively in the order in which they are first mentioned in the text (references cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure). The number of cited references in original and review articles should not exceed 30, and in case of case reports – 10. References should only include published papers. For references from Journal articles the following should be included: surname(s) of Author(s) (if number of authors exceeds four, only the first three should be listed and after the third name "at al." should be given), first letter of first name, title of study, abbreviation of the Journal made according to the list of journals indexed in Index Medicus (to be obtained from <ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf>), year of publication, volume, page numbers (first and last page of the article), e.g.:

- Oosterwegel A.M., Greenwald R.J., Mandelbrot D.A. et al.: *CTLA-4 and T cell activation*. *Curr. Opin. Immunol.*, 1999, 11, 294-295.

References to books should include surname of Author (if number of authors exceeds four, only the first three should be listed and after the third name "at al." should be given) with first name initials, title, number of edition, name of editor, place and year of publication, and with group publications name of responsible editor(s) after the book title (abbreviated as "ed."), and references to book chapters: Author(s) of the chapter, chapter title, and after indicating "[in:]" title of the whole book, Author(s) (Editor) of the book, name of editor, place and year of publication and page numbers, e.g.:

- Mimouni F.B.: Pediatric magnesium disorder. [in:] *Pediatric endocrinology*. (ed.) F. Lifshitz, Marcel Dekker Inc., New York 1996, 550.

Punctuation according to the above examples is essential.

Electronic format of manuscripts

The Editor requires submitting papers on computer diskettes (CD-ROMs, DVD) or sent via electronic way (e-mail, ftp). Authors should put only the latest version of the manuscript on the disk. Description of the file should be in accordance with its name in the manuscript. The Editor accepts the complete text written in one file in format .doc (Microsoft Word) or .rtf (other editors). Figures and photographs should be placed in separate files (except for graphs and diagrams in Microsoft Excel, which can be placed in text file). The recommended formats of graphic files are: BMP, TIF, JPG.

Correspondence, letters to editor

All correspondence concerning manuscripts should reach the Editor within 30 days from the day of publication in the Journal. The letters may not include inaccurate or rude remarks, they may neither contain *ad hominem* argumentation, aiming at discrediting an opinion or results. The Journal will only respond to and publish letters of merit, scientific reports, discussions etc.