

Publishing requirements – instructions for authors

General information

"Gastroenterologia Polska" publishes papers in the field of gastroenterology, hepatology, alimentary tract surgery and nutrition in the following categories:

1) in English:

- original papers – experimental, clinical and laboratory,

2) in Polish or English (in case of foreign authors – only in English):

- review articles
- educational papers,
- reports,
- materials from scientific conferences,
- letters to the Editor concerning published articles and advertisements,
- reviews of books,

- interdiscipline articles on deontology,
- announcements of planned congresses and scientific conferences,
- reports from activities of Polish Gastroenterology Society departments and sections.

The instructions are based on "Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication, Updated October 2004" prepared by International Committee of Medical Journals Editors.

The journal is indexed in Excerpta Medica/EMBASE, Index Copernicus.

"Gastroenterologia Polska" is published as a bimonthly, i.e. six times per year in paper form. Abstracts are available on-line in electronic form on web sides of the Publisher: www.cornetis.com.pl

Editorial policy

Authorship

Authorship credit should be based on:

- 1) substantial contributions 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 correspon-

ding 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, the content and 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 concerning 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.

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 de-

tails 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.

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 In-

vestigations on Human Subjects (Ethical Committee). Animal experimentation must also be approved by appropriate committee, which should be indicated in a letter to the Editor.

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 spo-

nsoring 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 Edi-

tor'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

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 **educational papers** – **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 Polish and English (in case of foreign authors – only in English),
 - full name of Author(Authors) and, in case of multicentre studies, institutional affiliations,
 - full name of the institution/institutions from which the paper originates (in official version), in case of original and editorial articles- also in English,

Abstract and key words

The manuscript should be preceded by an abstract in Polish and English (in case of foreign authors – only in English). The abstract of **original studies** and **editorials** should contain **300-400 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 Conclusions**. All abbreviations used in the text should be explained. The ab-

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 only in English version – in case of original and editorial articles, and in case of other papers

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 only in English – in case of original and editorial articles, and in case of other papers – in Polish and English (in case of foreign authors – only in English). **All**

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 de-

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, editorial** and **review** articles **should not exceed 30**, and in case of **educational papers** – **10**. References should only include published papers.

For references from **journal articles** the following should be included: surname(s) of all Authors, 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 <http://nlmpubs.nlm.nih.gov/online/journals/ljweb.pdf>), year of publication, volume, page numbers (first and last page of the article), e.g.:

- Roberts H.E., Cragan J.D., Cono J., Khoury M.J., Weatherly M.R., Moore C.A.: *Increased frequency of cystic fibrosis among infants with jejunoileal atresia*. Am. J. Med. Genet., 1998, 78, 446-449.

Electronic format of manuscripts

The Editor requires submitting papers on computer diskettes. Authors should put only the latest version of the manuscript on the disk. Diskettes 3 1/2" in PC format and CD-ROMs will be accepted. They should be labeled with: Author's name, title of manuscript, name(s) of files, names and numbers of software. Texts, figures or photographs should be placed in separate files.

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 or calumnies, they may not contain *ad hominem* argumentation, ai-

- Author's address for correspondence, including the name of Author, scientific title, address, telephone and fax numbers, e-mail address. It signifies Author's consent for the publication of presented personal data,
 - key words in Polish and English (in case of foreign authors – only in English) according to the current Medical Subject Heading list (MeSH) (no more than 5).
 - brief running title in Polish and English
6. The second page should contain possible conflicts of interests and source(s) of support (grant, sponsor etc.), acknowledgements, and the name of the congress at which the study was presented, together with the patient's consent for publication.

The manuscript should be accompanied by **consent for the publication of the chief(chiefs) of department(departments) from which the study originates**.

stract of **review** and **educational articles** should contain **150-250 words**. Following the abstract, the Authors provide 5 key words in Polish and English (in case of foreign authors – only in 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.

– both in Polish and English (in case of foreign authors – only in English). **All abbreviations should be explained in footnotes (in one or both languages, depending on type of study)**. The tables should be numbered in Roman numerals.

abbreviations should be explained in footnotes (in one or both languages, depending on type of study). The figures should be numbered in Roman 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.

grees Celsius. All other units should be accordant with the International System of Units (SI).

References to **books** should include surname(s) of Author(s) 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.:

- McLean S.D.: *Congenital anomalies*. [in:] *Neonatology. Pathophysiology and management of the newborn*, (eds) G.B. Avery, M.A. Fletcher, M.G. MacDonald. Williams & Wilkins, Baltimore 2001, 839-858.

Punctuation according to the above examples is essential. References to internet publications are allowed only if no relevant data are available in published literature.

The Editor recommends using: Word for Windows, Word-Perfect or RTF format and writing the whole text in a single file. Figures may be drawn using widely available programmes – the recommended formats: *.EPS, *.BMP, *.PCX, *.GIF, *.TIF, *.JPG, *.CDR, *.WMF. Graphs and diagrams should be made using Microsoft Excel – any version.

ming at discrediting an opinion or results. The journal will only respond to and publish letters of merit, scientific reports, discussions etc.