

Instructions to Authors

ACTA CLINICA

These Instructions are in compliance with the provisions of „*Uniform Requirements for Manuscripts Submitted to Biomedical Journals*” *N Engl J Med.* 1997 336:309 – 15.

Acta Clinica quarterly publishes articles connected with medical science and related disciplines in Polish and English.

Experimental studies carried out on clinical material will include a note on approval of a relevant Bio-ethical Commission and comply with requirements of the Helsinki Declaration of 1975 (revised in 1984). References enabling identification of patients will be avoided.

Studies carried out on animal material will include a note on approval of a relevant Local Ethical Commission for Research Conducted on Animals in keeping with the Law on Animal Protection or other legal provisions related to experimenting on animals that are currently in force in the country where the study or experiment has been carried out.

The Editors will have the right to reject a manuscript not complying with above-mentioned requirements.

Acta Clinica publishes:

- original papers
- survey studies
- case studies
- reprints
- summaries from other journals
- reviews
- letters to Editors
- reports on scientific meetings
- communications related to scientific meetings, training courses, etc
- sponsored articles.

The Editors and the Scientific Commission will have the right to send invitations to selected authors to write and publish an article on a given subject or to write an opinion on a paper to be published in *Acta Clinica*. When practicable, such opinions will be submitted to respective authors in good time, so that they can provide a response to such an opinion in the same issue of the journal.

All scientific papers will be reviewed.

Authors will attach a declaration that their work has never been published before (not applicable to reports on scientific meetings, and master and doctoral dissertations), nor it is submitted for publication in another journal.

Manuscript Format

1. Manuscripts will contain no more than 15 pages in the case of original papers, 20 pages in the case of review studies, and 10 pages in the case of case studies, including Figures, Tables and References.

2. Manuscripts will be submitted in three copies.

3. Manuscripts will be typed using 12 pt. Times New Roman font, double spaced (30 lines per page), with the left margin of 4 cm and the right margin of 2 cm. Pages will be numbered in the top right corner.

4. The first page will include: full and abbreviated (up to 60 characters) title in Polish and English, first and second name of the author and co-authors, name and address of the Institution of the author (s). Separately below, the name and address of the author responsible for correspondence will be given.

5. The second page will include abstracts of the paper in Polish and English of up to 250 words in total. Abstracts will include aims, methods, main results and conclusions of the study. Abstracts will follow the full title of the paper and the authors' names with first name initials.

Below abstracts, 4 – 5 key words will be given (in Polish and English). If possible, key words will be in keeping with the list included in the Index Medicus (MeSH).

6. The main text will be divided into the following chapters: Introduction, Material and Methods, Results (use of SI units is required, but heart rate can be given as per 1 minute, aortal pressure in mmHg, and temperature in Celsius), Discussion, Conclusions, Acknowledgements, References, Tables, Figure Index. Each chapter will start on a new page.

7. Conclusions will be followed by Acknowledgements and a note on financial support obtained for the study (if applicable).

8. References will be given in alphabetical order on a subsequent page. References cited in the text will be given in round brackets (parentheses). First four authors will be mentioned and followed by „*et al.*” where applicable.

A standard scientific paper reference will have the following format:

Name, First Name initials, Full Title, Journal Abbreviation (in compliance with Index Medicus), year, volume, issue (where applicable), first and last page number.

Example:

Dąbrowska M., Andrzejczak A., Ciszek B., Aleksandrowicz R., *et al.* Microsurgical anatomy of the venous system of the lateral cerebral fossa. *Folia Morphol* 1996 55:236 – 237

A scientific book reference will have the following format:

Name, First Name initials, Title, Publication Place, Publication House, year, volume, pages.

If a reference is made to a chapter, the reference will have the following format:

Name and First Name initials of the author (s), Chapter Title, Name and First Name initials of the Editor (s), Title of the book, Publishing House, Publishing Place, year, volume (if applicable), pages.

Example:

Żuk T. Zamania patologiczne, in: Tylman D., Dziak A. Eds. *Traumatologia narzdu ruchu*. Warszawa: PZWL 1985 vol. I 416 – 447

All other cited materials as doctoral dissertations, patents, audio-visual and electronic materials, etc. will be given in a format complying with Uniform Requirements.

9. Double-spaced tables will be provided on a subsequent page. Table numbers reflecting the order in which tables are to be inserted into the text, accompanied by short captions in Polish and English, will be placed above the Tables.

10. Figures (black and white photographs on glossy photographic paper with maximum size of 14 x 14 cm, as well as drawings and graphs) will be attached separately. They will be marked, using a soft pencil, with the author's name, first name initials, abbreviated title of the paper and figure number.

A subsequent page, bearing the name of the first author plus first name initials and the abbreviated paper title at the top, will contain an index of Figures with captions in Polish and English where applicable.

11. Places where a Figure or a Table is to be inserted will be marked on the margin of a given page.

12. Use of a borrowed illustrative material will require a written consent of the party holding intellectual rights to such a material.

13. Authors will not be paid any fees or remuneration for publication of their articles. Authors will be provided with one copy of the journal that includes their papers.

14. Manuscripts will be submitted along with an electronic version of the text in PC format: two 3,5 floppy disks (one as the original, one as a back-up), or a ZIP or a CD-R (not CD-RW) recorded with double speed. The electronic version will be identical to the hard copies provided. The text will be saved in ASCII format with Polish letters encoded in Windows-1250 format. Additionally, the same text may be saved in a format of a popular word processing programme (WordPad or MS Word, version 9x).

Photographs may *additionally* be attached as grey *.tif or *.jpg files with the resolution of 300 dpi and maximum picture size of 14 x 14 cm. Authors will be responsible for the quality of pictures submitted in such a way. Figures may *additionally* be attached in encapsulated postscript (*.eps) format with letters of captions transformed

into spline curves. A Pkzip (Winzip) compressed file can be submitted via e-mail but it must not be larger than 500 MB.

Files will be named in the following way: author's name, three words of the title or figure type, subsequent number reflecting position in the text, e.g.:

text: wilson_paper.doc

figure: wilson_fig_1.jpg

15. The Editors will provide Polish translations of the title, summary and figure captions in papers qualified for publication and submitted in English by foreign authors.

16. Authors of papers qualified for publication will automatically grant Acta Clinica the right to publish these papers.

More detailed information on Internet page:

http://www.bibl.amwaw.edu.pl/LPJ/unif_req.htm

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