

## Guidelines for Submitting Manuscripts

Type of manuscripts: original research articles and reviews are welcome. Reporting case reports is discouraged.

Manuscripts must be submitted electronically to **m\_pokorski@hotmail.com**

- (a) as a *Word* document containing the entire manuscript consisting of the following order: title, authors (either initials or full first names **for all authors**, separated by dots with interspaces, followed by surname (**not the other way around**), affiliations, abstract with keywords, main body of text, acknowledgements, conflicts of interest, references, and **tables and figures below the text body**.
- (b) scanned written permissions from the copyright holders for quotations or graphic artwork from previously published material; sent along with the manuscript.
- (c) completed, signed and then scanned Copyright Transfer Form should be sent electronically later on request.
- (d) **No pdf files.**

### Instructions for Preparing Manuscripts

#### 1. Manuscript specifications

- i. The entire manuscript should be written single-spaced and submitted as a WORD file only. Sections and subsections should go on continuously; **do not** start a new section on a separate page.
- ii. There is no maximum or minimum manuscript length. However, try to limit the number of words to 5,000 (excluding tables and figures) or else you risk requesting about shortening the manuscript.
- iii. No more than 50 references

#### 2. Page configuration

- 2.1. Paper size: A4.
- 2.2. Margins around: 2.5 cm

#### 3. Abstract – maximum 200 words

**Keywords:** minimum five – maximum ten, **different from the words/phrases used in the title and abstract**. Keywords come below the abstract, separated from the abstract by a blank line.

#### 4. Manuscript style

- 4.1. Font: Times New Roman
- 4.2. Font sizes:
  - Article title comes first -14 pt bold. Capitalize each word, excluding prepositions, articles, and conjunctions. **Maximum 150 characters** (excluding spaces).
  - Authors – 11 pt bold. Use either initials of first names followed by a dot (e.g., J.S. Smith) or full first names (e.g., John S. Smith) for all the authors uniformly, with no ‘and’ before the last author’s name.
  - Affiliations – 11 pt; Use numerical superscripts after the surnames (**not letters and not in front of names**) to relate affiliations to authors.
  - Title, authors, and affiliations should be separated from each other by two blind lines.

- Section Headings and Heading Numbering - 14 pt bold
  - Please use the decimal system of headings with no more than three:
    1. Section – 14 pt bold - leave two spaces above and one space below the section headings
    - 1.1 Subsection – pt. 12 bold - leave one space above and one space below the subsection headings
    - 1.1.1 Sub-Subsection – pt. 12 bold italic - leave one space above and one space below the sub-subsection headings
  - Capitalize each word
- Body of text – 12 pt
- Acknowledgments come at the end of text
- Acknowledgments are followed by an **obligatory statement** of competing interests or conflicts of interest; e.g., 'The authors declare no conflicts of interest in relation to this article', or else you have to disclose any potential conflicts of interest you may have
- Figure legends, table legends, and references – 9 pt

## 5. Figures

- 5.1. Name your figure files with "Fig" and the figure number, e.g., Fig. 1.
- 5.2. Plots and graphs containing fonts must have the fonts embedded in them
- 5.3. Line art, black and white graphics should have no shading. Do not use faint lines, halftones, gray background, and/or faint lettering.
- 5.4. Scanned artwork should have a minimum resolution of 1200 dpi.
- 5.5. Keep lettering size big enough for readability after substantial reduction in production (e.g., **16 pt Times Roman font**) and consistent throughout all the figures in an article ,)
- 5.6. Do not include titles or captions into illustrations.
- 5.7. Number figures consecutively (Fig. 1, Fig. 2) and figure panels should be denoted with lowercase letters (a, b, c, d – same size as basic font for figure above outlined) preferably in the upper left corner within the figure area (not beyond the graph framework).
- 5.8. Color figures are acceptable.

## 6. Tables

- 6.1. Number tables sequentially with Arabic numbers (e.g. Table 1). Tables are in Times Roman 9 pt.
- 6.2. No shades, no colors, no bold in the tables. No internal division lines unless necessary due to a table complexity.
- 6.3. Avoid vertical lines in tables and use horizontal lines as sparingly as possible
- 6.4. Generate WORD tables, not in Excel. Table lines cannot be written as text using the 'enter' key. Each line should be a separate WORD table line, even if the text is logically a multiline entity.
- 6.5. Make big and complicated tables in the horizontal position.
- 6.6. Put a figure legend below the figure and a table title above the table.

## 8. Expressions

Numerical values and units should be in Arabic numerals, using the International System of Units (SI) as a principle.

Expression and mathematical characters are the following formulas as independent of the text (1):

$$G = \sum_{n=0} b_n(t) \quad (1)$$

or as  $\frac{a+b}{n+1} \cdot C_D \cdot \alpha(t)$  when they come directly into the text. The font for expressions is the same as for other parts of the text.

Formula numbers must be expressed as (1), (2), and the same when referring to it.

## 9. References

References should be cited in text as follows: (Kowalski 2016; Smith and Jassem 2011; Dowell et al. 2001) in a descending publication date order, not increasing date order. **No citing by numbers and not in square brackets.**

References should be listed alphabetically (**not numbered**)

### Examples of style of references:

#### Journal article

Gamelin FX, Baquet G, Berthoin S, Thevenet D, Nourry C, Nottin S, Bosquet L (2009) Effect of high intensity intermittent training on heart rate variability in prepubescent children. *Eur J Appl Physiol* 105:731-738

**Ideally, the names of all authors should be provided, but the usage of “et al” in long author lists (more than 10 authors) will also be accepted:**

Smith J, Jones M Jr, Houghton L et al (1999) Future of health insurance. *N Engl J Med* 965:325-329

#### Journal article only by DOI

Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *J Mol Med*. doi:10.1007/s001090000086

#### Book

South J, Blass B (2001) *The future of modern genomics*. Blackwell, London

#### Book chapter

Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) *The rise of modern genomics*, 3rd edn. Wiley, New York

#### Online document (no DOI available)

Marshall TG, Marshall FE (2003) New treatments emerge as sarcoidosis yields up its secrets. *ClinMed NetPrints*. <http://clinmed.netprints.org/cgi/content/full/2003010001v1>. Accessed 24 June 2004

Please do not put commas between names and initials, and do not put periods after initials or abbreviations. Always use the standard abbreviation of a journal's name according to the ISSN *List of Title Word Abbreviations*, see <http://www.issn.org/2-22661-LTWA-online.php>.

**Footnotes**

No footnotes and no appendices.

**Attention: Approval from the Ethics Committee to perform the study, as the first sentence in the Methods, and the conflict of interest statement after the main body of text, second to Acknowledgments are a must. Without these statements, the articles will not be considered.**

**The exact name and postal street address of the institution of the corresponding author, along with the phone number, and active e-mail address should be provided below the references.**