

Publishing requirements – instructions for authors (updated: January 2012)

General information

“Polish Journal of Cardiology” publishes original articles (clinical and experimental), review or educational papers and case reports from the field of cardiology, pediatric cardiology and cardiac surgery. Besides, the Journal publishes letters to the Editor, congress reports and book reviews. The papers submitted by Polish authors are published in Polish, and those sent from abroad in English.

The instructions are based on “Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication, Updated April 2010” published by International Committee of Medical Journals Editors, available at <http://www.icmje.org/>.

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

“Polish Journal of Cardiology” is published as a quarterly, i.e. four times per year in print (reference version). Full papers are available on-line at the web site of the Publisher: <http://www.cornetis.pl/en/wyszukiwarka>.

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 all three conditions. 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, 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.

Preventing scientific misconduct

In order to prevent the phenomenon of *ghostwriting* and *guest authorship* the author who sends the paper (the author indicated as the Corresponding Author) should on behalf of the others fulfill a contribution form and describe the contribution of the individual authors into the whole publication. This form is available at web site www.cornetis.pl/files/Formularz_kontrybucji_en.pdf.

All detected cases of scientific misconduct will be disclosed, including notification of proper institutions.

Reviewing process

The authors who submit manuscripts for publication agree to undergo reviewing process. All submitted manuscripts are first subjected to editorial review, and subsequently peer review by experts who are not part of the editorial board. 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

The authors must disclose all conflicts of interest to the Editor and describe them on a separate page enclosed with 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 race, ethnicity, 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.

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 studies must also be approved by an 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 sponsoring company or marketing company. The Editorial Board and the Publisher do not take responsibility for the results of possible unreliability.

Copyright

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. For the above reason the Authors do not receive remuneration. Author for correspondence receives one copy of printing version of journal and PDF of the article.

Detailed information – manuscript submission

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 simultaneously 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 duplicate printout (which will not be returned to the Authors) with a cover letter to the Editor including the approval of all Authors to publish the study results and conflict of interests form, available at: http://www.cornetis.pl/files/PPK_konflikt_en.pdf.

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. They should be labelled 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.

The Editor recommends using: Word for Windows or RTF format and writing the whole text in a single file. Figures may be drawn using widely available programs – the recommended formats: *.PNG, *.GIF, *.TIF, *.JPG. Titles and contents of tables and figures should be given in Polish and English. Graphs and diagrams should be made using Microsoft Excel.

Manuscript

1. The size of **original** and **review articles** should not exceed 16 pages, and **case reports – 8 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), 2 cm left margins and 3 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),
 - abbreviated (max 10 words) 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),
- office or home address of the corresponding author along with his/her scientific degree and title, full name, phone number and e-mail address. It signifies Author's consent for the publication of presented personal data (on request of the author the phone number may not be published),
- 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). If suitable MeSH terms are not yet available for recently introduced terms, generally used terms may be used.

6. The second page should contain **source(s) of support (grants, sponsor etc.)**, acknowledgements, and the name of the congress at which the study was presented and the patient's 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://cornetis.pl/files/PPK_konflikt_en.pdf.

8. Contribution of Authors must be listed on a separate form, which is available on page: www.cornetis.pl/files/formularz_kontrybucji_en.pdf.

Abstract

The manuscript should be preceded by a uniform **abstract** written in Polish and English (in case of foreign authors – only in English).

The abstract of **original studies** and **editorials** should contain **300-400 words** 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 at their first use.

The abstract of **review** and **case reports** should contain **150-250 words**.

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, in Polish and English) and Figures.

The section **Material and methods** is to explain in detail all the applied investigation methods mentioned in section Results. The names of statistical methods and computer programs used in the study should be given.

The results of biochemical assays and other measurements should be given in SI units. Measurements of length, height, weight and volume should be reported in metric units (meter, kilogram, litre) or their decimal multiples. Temperatures should be expressed in Celsius scale. Temperatures should be expressed using Celsius scale.

Tables

The tables should be sent in two copies. Each table should be typed on a separate A4 sheet of paper. Titles for tables and their full contents should be given both in Polish and English (in case of foreign authors – only in English). **All abbreviations should be explained in footnote of the table where they appear.** The tables should be numbered in Roman numerals.

Figures

Figures should be sent in three copies. They should be made in files version. Titles for figures and headings should be in Polish and English (in case of foreign authors – only in English).

All abbreviations should be explained in footnotes. 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.

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 and should be repeated in each legend of figure or table in which the abbreviation is used.

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 reports – 10**. References should be provided in ICMJE/Vancouver style (consistent with MEDLINE

format (<http://www.lib.monash.edu.au/tutorials/ci-ting/vancouver.html>) and should only include published papers.

Citation of a **journal article** should include: authors names and initials without periods (if number of authors exceeds four, only the first three should be listed and after the third name et al. should be given), title of the paper, abbreviation of the journal name 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 number and page numbers (first and last page of the article). Names, title, journal name and year of publication should be separated with periods, e.g.:

- Menzel TA, Mohr-Kahaly SF, Koelsch B, et al. *Quantitative assessment of aortic stenosis by three-dimensional echocardiography*. J Am Soc Echocardiogr. 1997;10:215-223.

References to **books** should include surname(s) of the author(s) with first name initials (if number of authors exceeds four, only the first three should be listed and after the third name et al. should be given), title, number of edition (not required for the first edition), city and name of the Publishing House and year of publication. Group publications are cited starting from the name of responsible editor(s) (followed by ed(s).), e.g.:

- Iverson C, Flanagan A, Fontanarosa PB, i wsp. *American Medical Association manual of style*. 9th ed. Baltimore: Williams & Wilkins; 1998.

References to **book chapters** should include: surname(s) of the author(s) of the chapter with first name initials without periods (if number of authors exceeds four, only the first three should be listed and after the third name et al. should be given), chapter title, and after indicating In: surname(s) of the author(s)/editor(s) with first name initials, title of the book number of edition (not required for the first edition), city and name of the Publishing House and year of publication followed by p. and page numbers of chapter, e.g.:

- Chosia M. *Patomorfologia zastawki aorty*. In: Szwed H, ed. *Zwężenie zastawki aortalnej*. Gdansk: Via Medica; 2002. p.1-11.

Electronic materials (Internet):

Internet sources should include the date of download or view the file.

- Kmiec ML, Broniarczyk-Dyła G. *Psychological aspects related to atopic dermatitis*. http://www.cornetis.com.pl/artykul.php?issn=1730-7201&rok=2009&numer=4&str_p=237 (access on 29.04.2010).

References to internet publications are allowed only if no corresponding data are available in printed literature.

Punctuation used in references must exactly follow the above examples.

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 must not include inaccurate or impolite remarks or calumnies, *ad hominem* argumentation, aiming at discrediting opinions or results. The journal will only publish letters of particular scientific merit.