

Guidelines for Submitting Manuscripts

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 (initials, separated by dots without interspaces, followed by surname (**not the other way around**), affiliations, abstract, keywords, main body of text, acknowledgements, conflicts of interest statement, references, tables, and figure legends.
- (b) Scanned written permissions from the copyright holders for quotations or graphic artwork from previously published material; sent along with the manuscript electronically as above.
- (c) A 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 whole of the manuscript should be written single-spaced and submitted as a WORD file only. The text should go continuously; **do not** start a new section on a separate page.
- ii. Maximum manuscript length = 5,000 words (not including abstract, tables, figures, legends, and references)
- iii. Maximum 4 figures
- iv. Maximum 4 tables
- v. Maximum 25 references

2. Page configuration

- 2.1. Paper size: A4.
- 2.2. All margins: 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 (including spaces).
 - Authors – 11 pt bold. Use initials of first names only follow by dot (e.g., J.S. Smith). Put a conjunction ‘and’ after a comma before the

- last author's name.
- Affiliations – 9 pt; Use 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 - 14 pt bold
 - Numbered
 - 1. 2. etc
 - Capitalize each word
 - Leave two spaces above and one space below headings
- Section Subheadings – 14 pt. bold
 - Numbered
 - 1.1.
 - 1.2. etc
 - Leave one space above and below subheadings
- Body of text – 11 pt
- Acknowledgments come at the end of body text
- Acknowledgments are followed by an **obligatory statement** of competing interests of conflicts of interest; e.g., ‘The authors declare no conflicts of interest in relation to this article’, or 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 with no shading. Do not use faint lines, halftones, and/or faint lettering.
- 5.4. Scanned artwork should have a minimum resolution of 1200 dpi.
- 5.5. Keep lettering size consistent throughout all figures, e.g., 12 pt font)
- 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 uppercase letters (A, B, C, D) in the upper left corner within the figure area (not beyond the figure framework).
- 5.8. Avoid color figures, as they may incur extra costs.

6. Tables

- 6.1. Number tables sequentially with Arabic numbers (e.g. Table 1).
 - No shades, no colors, no bold in the tables. No internal division lines.
- 6.2. Avoid vertical lines in tables and use horizontal lines as sparingly as possible
- 6.3. Generate tables in Microsoft Word, not in Excel.
 - Save tables in the same file as text, references, and figure legends
- 6.4. Sample of the Table

Table 1 Lung function tests in the gastro-esophageal reflux disease (GERD) patients and healthy subjects

	FEV1	FVC	PEF	MEF75	MEF50	MEF25	VC	FEV1%VC
GERD (n=20)	96.3 ±12.5*	105.1 ±11.4*	100.6 ±16.2	92.2 ±25.1	83.5 ±34.8*	70.7 ±38.7*	102.0 ±10.1	95.0 ±10.9
Controls (n=20)	109.0 ±12.7	113.6 ±12.0	99.6 ±13.6	103.6 ±14.9	116.0 ±24.5	118.2 ±36.5	108.9 ±12.5	101.4 ±10.3

FEV₁ - Forced expiratory volume in one second; FVC - Forced vital capacity; PEF - Peak expiratory flow; MEF75 - maximal instantaneous forced expiratory flow where 70% of the FVC remains to be expired; MEF50 - Maximal instantaneous forced expiratory flow where 50% of the FVC remains to be expired; MEF25 - Maximal instantaneous forced expiratory flow where 50% of the FVC remains to be expired; FEV₁%FVC - Tiffenau index; Data are means ±SD %predicted; *P<0.05

7. Legends for figures and title for tables

Put a figure legend below the figure and a table title above the table.

Figures and tables with the corresponding legends should be inserted in the text by the author.

8. Expressions

8.1 A numerical value and a unit

The numerical value should use Arabic numerals, using the International System of Units (SI) as a principle.

8.2. Expression

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

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

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.

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

9. References

9.1. References should be cited in text by like so: (Specjalski & Jassem 2011; Dowell et al. 2001); **not by numbers, not in square brackets, and use the inverse, decreasing year of publications!!**).

9.2. References in the reference list should be listed alphabetically (**not numbered**)

9.3. Examples of references in the reference list:

Articles:

Holownia, A., Mroz, R.M., Skopinski, T., Kielek, A., Kolodziejczyk, A., Chyczewska, E., & Braszko, J.J. (2010). Tiotropium increases cytosolic muscarinic M3 receptors and acetylated H3 histone proteins in induced sputum cells of COPD patients. *European Journal of Medical Research*, 15, 64-67

Books:

Gilman, A.G., Rall, T.W., Nies, A.S., & P. Taylor (Eds.). 1990. Goodman and Gilman's

The Pharmacological Basis of Therapeutics. 8th ed., New York, NY: Pergamon Press, pp. 625-630.

Internet sources

GOLD. From the Global Strategy for the Diagnosis, Management and Prevention of COPD, Global Initiative for Chronic Obstructive Lung Disease (GOLD). (2008). Available from: <http://www.goldcopd.org>. Accessed on 7 November 2012
(The date of access is obligatory)

Chapters:

Atkinson, W., Wolfe, S., & Hamborsky, J. (Eds.). (2012). Centers for Disease Control and Prevention. Epidemiology and Prevention of Vaccine-Preventable Diseases. 12th ed., second printing, Washington DC: Public Health Foundation, Chapter 21, pp. 301-324

Books

DiMaio, D. & DiMaio, V.J.M. (2000). Forensic Pathology, CRC Press; 2nd edition, pp. 230-400

Take a close look at the placement of dots, commas, italics, the order of particular parts of references. All must be strictly followed.

10. 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 (not tel.) and fax numbers, and active e-mail address must be provided below the references.