

# TERMS OF PUBLISHING PAPERS IN THE JOURNAL "MEDYCINA PRACY" FOR AUTHORS OF MANUSCRIPTS IN ENGLISH

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Bimonthly titled "Medycyna Pracy" has been published since 1950 – since 1990 by Nofer Institute of Occupational Medicine (Łódź, Poland) under the auspices of the Polish Society of Occupational Medicine (Łódź, Poland). The rules governing the procedure of publishing papers in the journal are adjusted to the Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals stipulated by the International Committee of Medical Journals Editors (ICMJE).

## I. GENERAL

1. "Medycyna Pracy" publishes original papers, review papers, case studies, and standards – guidelines in Polish and in English (for instructions concerning articles in Polish: „Regulamin ogłaszania prac w czasopiśmie dla autorów manuskryptów w języku polskim” [<http://medpr.imp.lodz.pl/Instrukcje>]). Special preference is given to papers concerning occupational medicine and public health, including occupational pathology, physical, chemical and biological agents at workplace, toxicology, mutagenesis, health policy, health management, health care, epidemiology, etc. The journal also includes reports from national and international scientific conferences on occupational medicine and letters to the editor. Manuscripts must be original and previously unpublished. Manuscripts that do not meet the requirements specified in the Terms are returned to authors for redrafting before evaluating their contents. Only manuscripts written in correct English will be accepted.
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- 1) The publisher of "Medycyna Pracy" collects the following fees from the authors:
  - a) PLN 370 – for domestic payments only/EUR 115/USD 150 – the initial (non-refundable) fee for submission of the article to the journal. The payment must be made within 7 days of the date of submission. Initial verification of the article shall be started only after the publisher has received the initial fee. Unpaid articles are withdrawn from the Editorial System by publisher after 14 days, the paid ones, but not sent back to the publisher with corrections – after 30 days.
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- 3) The fees include VAT (23%). It does not apply to foreign companies subject to VAT who settle VAT in their own country.
- 4) Exemption from fees:
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  - b) a reviewer who is the first author of the manuscript submitted to the journal and who in the past 12 months has sent to "Medycyna Pracy" minimum 5 reviews of various articles may be exempted from payment of the editorial fee after having sent the application to waive the fee to the Editor-in-Chief.
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- 7) The Author, who provided the invoice data while submitting the article into the Editorial System, will receive a link to the pro forma invoice with a 7-day payment term. The invoice is issued after the publisher's account has been credited with the fee.

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## II. SPECIFIC RECOMMENDATIONS

### 1. Transfer of Copyright Agreement

- 1) The Agreement is generated in the Editorial System after the article has been initially accepted for publication in the journal. The corresponding author receives a link to the Agreement in the decision letter.
- 2) The Agreement, signed by hand by all co-authors, should be submitted to the Editorial System within 14 days after the information that the article is initially accepted for publication in the journal has been sent to the corresponding author. Submission of the Agreement means that the authors agree with the stipulations set forth in Clause III hereof.
- 3) In case copyrighted materials are used (e.g., adaptation, translation, reprint of already published materials and others), the authors are obliged to attach to the Agreement the consent of the owner of the proprietary rights – in accordance with the stipulations set forth in Clause III.1.7 hereof (permission forms). If the publisher of the material makes use of his own form, the consent should be submitted on the publisher's own form.
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## 2. The Title Page

It should contain: 1) the title of the paper (concise but informative); 2) a running title (max 50 characters, including spaces); 3) full names of the authors (the order of authors' names as in the Editorial System – this is the order to be published); 4) affiliations (institution name, city, country, department name and organizational unit); 5) corresponding author's data (name and surname, institution name and address, e-mail address and telephone number); 6) funding source data: the number and title of the program/research/grant under which the study has been carried out and the funding sources used for the publication, the manager/chief investigator of the program/research/grant data (name and surname, degree); 7) acknowledgments: a) contributions that need acknowledging but do not justify authorship, such as support by a departmental chair; b) acknowledgments of technical help; 8) information on a potential conflict of interest.

## 3. Manuscript Arrangement

The authors should submit the editable electronic copies of: 1) body of manuscript, 2) title page, 3) tables, 4) figures. The publisher accepts works prepared in Microsoft Word, 12-point Times New Roman font, 1.5-spaced, A4 format. The figures should be prepared in the format described in the paragraph titled FIGURES. The manuscripts should be submitted with good English. The English language articles and English language parts of the articles in Polish will not be copyedited nor proofread. The publisher offers copyediting and copyediting/proofreading services for an additional fee for initially accepted articles. The cost calculation is provided on request (ijomeh@imp.lodz.pl).

### MANUSCRIPT LENGTH RESTRICTIONS AND ADDITIONAL FEES

#### ■ tables:

max 6 tables, each additional – PLN 100 (for domestic payments only)/EUR 30/USD 40,

#### ■ figures:

max 5 figures, each additional – PLN 100 (for domestic payments only)/EUR 30/USD 40,

#### ■ body text characters (body text – without abstract, tables, figures and references) – counted in the text accepted for publication:

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##### – original papers:

max 30 000 characters, including spaces, each additional 1800 characters – PLN 60 (for domestic payments only)/EUR 20/USD 30,

#### ■ number of characters of references that exceeds the acceptable number of items – counted in the text accepted for publication: each additional 1–1800 characters – PLN 60 (for domestic payments only)/EUR 20/USD 30.

**Other article types report to the limits applied to the original papers.** The tables, figures and body text characters number is calculated based on the initially accepted files. Authors whose articles exceed the given limits will be informed via e-mail on the final amount payable.

**ABSTRACT:** Up to 300 words.

The abstract should provide the context or background for the study and should state the study's purpose, basic procedures (selection of study participants, settings, measurements, analytical methods), main findings (giving specific effect sizes and their statistical and clinical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations, note important limitations, and not overinterpret findings.

■ Original papers: the abstract should have a structured form, i.e.: Objectives, Material and Methods, Results, Conclusions.

■ Review papers: the abstract should be descriptive, i.e., containing most important information on the scope and type of review, methods of collection and selection of literature, as well as a short summary of the results of the review, with an indication for further research.

**KEY WORDS:** 6 key words – according to the Medical Subject Headings (MeSH), each one started with a capital letter.

**ORIGINAL PAPERS:** These should present the methods and results of authors' own research and thorough evaluation and the reference to other research on the topic. They should include:

■ **Introduction:** It should give a clear, concise account of the background of the problem and the rationale behind the investigation. Only references with a direct bearing on the work submitted should be cited.

■ **Material and Methods:** This section should be detailed so as to give the reader a clear idea of what has been done. Full names of drugs, chemicals, etc., should be specified, together with the sources from which they have been obtained. A chemical's full name should precede its trade, common-usage name, or its abbreviation. Non-metrical measurement units, if used during the investigation, must be accompanied by their metric (SI) equivalents.

– **Ethics:** When reporting experiments on human subjects, indicate whether the procedures followed were in accordance with the ethical standards of a responsible committee on human experimentation (institutional or regional) and with the Helsinki Declaration as revised in 2013. Do not use patients' names, initials, or hospital numbers, especially in illustrative material. When reporting experiments on animals, indicate whether the institution's or a national research council's guidelines or any national law on the care and use of laboratory animals were followed.

– **Statistics:** Describe statistical methods with enough detail to provide a knowledgeable reader with access to the original data to verify the reported results. When possible, quantify the findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Avoid relying solely on statistical hypothesis testing, such as the use of p values, which fails to convey important quantitative information.

■ **Results:** These should be presented in a logical sequence in the text, tables, and figures. Do not repeat in the text all data given in tables or figures; emphasize only important observations.

■ **Discussion:** Emphasize the new and important aspects of the study and a comprehensive interpretation of the results obtained against the background of the existing knowledge. Quotations should be restricted to those with immediate relevance to the author's findings. A review-like approach should be avoided.

■ **Conclusions:** Should refer to the established aims of the paper.

**REVIEW PAPERS:** They are intended to provide a condensed presentation of results of recently published works on a given topic (or their chronological presentation) and a thorough assessment of the current state of knowledge. They should include:

■ **Introduction:** A clear and concise description of the scope of the review, outline of the research problem and the current state of knowledge in a given field, and a clear presentation of the aims and reasons for undertaking the review.

■ **Methods:** Precise description of the criteria for selection and exclusion of reference works with an indication of their limitations and/or advantages, indication of methods used to search the literature (searching of electronic databases, browsing of magazines), key words used, time period covered by the review (year of publication of the analyzed articles), language of publications, etc.

■ **Results:** Concise, clear, consistent and impartial description of new information, ideas, methods and prospective research in the discussed field.

■ **Conclusions:** They should indicate perspectives for further research and theoretical and/or practical implications of new findings or discoveries reported in the work.

Concise but clear intertitles should be used in the text to facilitate browsing of the paper by the readers. It is advisable to include most important data in tables and figures – the information contained there should not be repeated in the text.

**REFERENCES:** Up to 60 items in the review paper, 30 items in the original study and other article types – references, prepared according to the Vancouver style, should take into account the full references of all of the publications (including legal acts, websites, etc.) as referred to by the author in the text. Avoiding citation of the author's own publications is recommended to preserve the author's anonymity in the process of paper evaluation by reviewers. Reference should be numbered consecutively (Arabic numerals in square brackets) in the order in which they are first mentioned in the text. In the case of another citation of the same item, the same number should be given. The titles of journals should be abbreviated according to the style used for MEDLINE. Additionally, if the article/book has a DOI number, it should be included in the references.

■ paper in the journal:

– standard article: Śliwińska-Kowalska M. Exposure to organic solvent mixture and hearing loss: Literature overview. *Int J Occup Med Environ Health*. 2007;20(4):309-14. doi: 10.2478/v10001-007-0032-2.

– more than 6 authors: Jędrychowski W, Pac A, Choi H, Jacek R, Sochacka-Tatara E, Dumyah TS, et al. Personal exposure to fine particles and benzo[a]pyrene. Relation with indoor and outdoor concentrations of these pollutants in Kraków. *Int J Occup Med Environ Health*. 2007;20(4):339-48. doi: 10.2478/v10001-007-0035-z.

– article not in English: Ellingsen AE, Wilhelmsen I. Sykdomsangstblantmedisin- ogjusstudenten. *Tidsskr Nor Laegeforen*. 2002;122(8):785-7. Norwegian.

– optional: Stepka E, Basińska MA. [Temperament vs. chronic fatigue in police officers]. *Med Pr*. 2015;66(6):793-801. doi: 10.13075/mp.5893.00205. Polish.

■ unpublished material: Tian D, Araki H, Stahl E, Bergelson J, Kreitman M. Significance of balancing selection in *Arabidopsis*. *Proc Natl Acad Sci U S A*. Forthcoming 2002.

■ books and chapters in the book:

– personal author: Pałczyński C. Occupational allergy in healthcare workers. *Łódź: Nofer Institute of Occupational Medicine*; 2002.

- editor: Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. Operative obstetrics. 2nd ed. New York: McGraw-Hill; 2002.
- chapter in the book: Kopias J. Principles of organizing and exercising preventive health care over the working population. In: Byczkowska Z, Dawydzik L, editors. Occupational medicine in medical practice. Łódź: Nofer Institute of Occupational Medicine; 1999. p. 148-60.

■ electronic sources:

- homepage/website: World Health Organization [Internet]. Geneva: The Organization; 2016 [cited 2016 Mar 1]. Available from: <http://www.who.dk>.
- part of a homepage/website: World Health Organization [Internet]. Geneva: The Organization; 2016 [cited 2016 Mar 1]. Highlights on health in Czech Republic 2005. Available from: <http://www.euro.who.int/en/countries/czech-republic/publications3/highlights-on-health-in-czech-republic-2005>.
- monograph on the Internet: Foley KM, Gelband H, editors. Improving palliative care for cancer [Internet]. Washington: National Academy Press; 2001 [cited 2016 Jun 15]. Available from: <http://www.nap.edu/books/0309074029/html>.
- journal article on the Internet: Abood S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. Am J Nurs [Internet]. 2002 Jun [cited 2002 Aug 12];102(6):[about 1 p.]. Available from: [https://journals.lww.com/ajnonline/Fulltext/2002/06000/Quality\\_Improvement\\_Initiative\\_in\\_Nursing\\_Homes.31.aspx](https://journals.lww.com/ajnonline/Fulltext/2002/06000/Quality_Improvement_Initiative_in_Nursing_Homes.31.aspx).
- conference proceedings: Harnden P, Joffe JK, Jones WG, editors. Germ cell tumours V. Proceedings of the 5th Germ Cell Tumour Conference; 2001 Sep 13-15; Leeds, UK. New York: Springer; 2002.
- conference paper: Christensen S, Oppacher F. An analysis of Koza's computational effort statistic for genetic programming. In: Foster JA, Lutton E, Miller J, Ryan C, Tettamanzi AG, editors. Genetic programming. EuroGP 2002: Proceedings of the 5th European Conference on Genetic Programming; 2002 Apr 3-5; Kinsdale, Ireland. Berlin: Springer; 2002. p. 182-91.
- dissertation: Kaplan SJ. Post-hospital home health care: The elderly's access and utilization [dissertation]. St. Louis: Washington University; 1995.
- legal material: [Regulation of the Minister of Labour and Social Policy of 6 June 2014 on the maximum admissible concentrations and intensities for agents harmful to health in the working environment. J Laws 2014, item 817]. Polish.

Complete rules concerning literature are available in the recommendations set out by the International Committee of Medical Journal Editors (ICMJE) ([https://www.nlm.nih.gov/bsd/uniform\\_requirements.html](https://www.nlm.nih.gov/bsd/uniform_requirements.html)). The publisher does not interfere with the references.

**TABLES:** Tables should be prepared in one file, typed on separate pages, developed using the tools to create tables in Microsoft Word. Tables should be numbered consecutively (Arabic numerals), in the order of their first citation in the text. The place of referring to the table in the main text should be marked with its number (e.g., Table 1). The file with tables should include: a) the number of the table with the title concerning content of the table (which should make the table comprehensible without reference to the text), b) explained abbreviations used in the table.

**FIGURES:** Figures should be black and white, made in the vector format (EPS, SVG, PDF, CDR or AI) and sent via the Editorial System in the bitmap format (JPG, GIF, TIF, BMP or PNG) or DOC/XLS file (preferably in one file). The publisher will request for sending figures in the vector format after the article has been accepted for publication in the journal. Figures should be numbered consecutively (Arabic numerals), in the order of their first citation in the text. The place of referring to the figure in the main text should be marked with its number (e.g., Figure 1). The file with figures should include: a) the number of the figure with the title concerning content of the drawing (which should make the figure comprehensible without reference to the text), b) legend and explained abbreviations used in the figure.

**SOURCE OF DATA:** The source of origin should be indicated for all data from other publications or unpublished sources quoted in the main text of the article, tables and figures. In case copyrighted materials are used it is necessary to obtain the consent of the owner of the proprietary rights – in accordance with recommendations set forth in Clause II.1.3 and stipulations set forth in Clause III.1.7 and III.3.3 hereof.

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