

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

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Bimonthly "Medycyna Pracy," published since 1950, is an organ of the Polish Society of Occupational Medicine and the Nofer Institute 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" (http://www.icmje.org/urm_main.html) developed by the International Committee of Medical Journals Editors (ICMJE).

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1. "Medycyna Pracy" publishes original papers, review papers, and case studies in Polish and in English (for instructions concerning articles in Polish, see: "Regulamin ogłaszania prac w czasopiśmie dla autorów manuskryptów w języku polskim"). Manuscripts that do not meet the requirements specified in the Instructions are returned to authors for redrafting before evaluating their contents. The journal also includes reports from national and international scientific conferences on occupational medicine. It also contains letters to the editor.
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The authors should submit via the Editorial System the Agreement signed by all authors. The form of the Agreement is available in the Editorial System (in step "Agreement") after logging in. Submitting the signed Agreement means that the author/s agree(s) with the reservations included in paragraph III of those terms. According to the form, please indicate the input of the individual authors (including the information on the author of its concept, assumptions, methods used, etc.), while preparing the publication. Ghostwriting and guest authorship are a sign of scientific misconduct, and as such will be publicized by the Editorial Office by notifying the institutions employing the authors, scholarly societies, etc. Works will not be passed to Reviewers unless the Agreement is submitted via Editorial System.

2. The title page

It should contain: 1) the title of the article; 2) a running title (max 50 characters including spaces); 3) name and surname of the author/authors; 4) affiliation (the name of the author's workplace and the organizational unit); 5) full data of the corresponding author (including e-mail address and phone number); 6) the number and title of the program/research/grant under which the study has been carried out and the sources of funding used for the publication; 7) alternatively acknowledgments.

3. The form of the manuscript

Editors accept works prepared in Microsoft Word or Open Office, 12-point Times New Roman font, 1.5-spaced, prepared in A4 format.

The authors should submit via Editorial System the editable electronic copies of: 1) the manuscript body, 2) the title page, 3) files with editable tables, 4) files with figures (the Editorial Office, after the article is accepted for publication, asks the author(s) to send editable version of the figures).

ABSTRACT: Up to 250 words:

- in the case of original papers: the abstract should have a structured form, i.e., it should be divided into: Background, Material and Methods, Results, Conclusions;
- in the case of review papers: 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).

ORIGINAL PAPERS: Their subject is to present the methods and results of their own research and thorough evaluation and the reference to other research on the topic. They should include:

- **Introduction:** State of knowledge on the subject, formulated research aim.
- **Material and Methods, Results:** Shown clearly, with reference to the tables and/or figures contained therein.
- **Discussion:** With an indication of the extent to which the research aims were reached, and with references linking the research to other researches connected with the subject.
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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:

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- **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 30 items in the original study and 60 items in the review paper – should take into account the full references of all of the publications (including legal acts, websites, etc.), referred to by the author in the text. Avoiding citation of author's own publications is recommended to preserve 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. Exemplary references – consistent with the guidelines of the International Committee of Medical Journal Editors (ICMJE):

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- in the case of books: Pałczyński C. Occupational allergy in healthcare workers. Łódź: Nofer Institute of Occupational Medicine; 2002.
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TABLES: Should be prepared in one file, developed using the tools to create tables in Microsoft Word or Open Office and numbered (Arabic numerals). The titles and content of the tables should be prepared including a footnote explaining the abbreviations used in the tables. Tables should be numbered consecutively in the order of their first citation in the text. The place of referring to a table in the main text should be marked with its number (e.g., Table 1).

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