

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

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I. GENERAL

1. “Medycyna Pracy” publishes original papers, review papers, case studies, and standards – guidelines in Polish and English (for instructions concerning articles in Polish, see: „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 Manuscripts must be original and previously unpublished.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 250 for domestic payments only / EUR 80 / USD 100 – 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 Unpaid articles are withdrawn from the Editorial System by publisher.
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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 General Director of the publisher.
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- 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 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.
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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; 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. **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) (<https://www.nlm.nih.gov/mesh/authors.html>).

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 or summarize 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 30 items in the original study and 60 items in the review paper – references 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 (<https://www.ncbi.nlm.nih.gov/tsd/cataloging/constructibleabbr.html>). Additionally, if the article/book has a DOI number, it should be included in the references.

Exemplary references – consistent with the guidelines of the International Committee of Medical Journal Editors (ICMJE):

- paper in the journal:
 - standard article: Riccò M, Cattani S, Gualerzi G, Signorelli C. Work with visual display units and musculoskeletal disorders: A cross-sectional study. *Med Pr.* 2016;67(6):707–19, <https://doi.org/10.13075/mp.5893.00471>.
 - more than 6 authors: Kasperczyk S, Dobrakowski M, Ostalowska A, Kasperczyk A, Wilczyński S, Wyparło-Wszelaki M, et al. Lead-elevated activity of xanthine oxidase in lead-exposed workers. *Med Pr.* 2013;64(3):175–80, <https://doi.org/10.13075/mp.5893/2013/0013>.
 - article not in English: Stępką E, Basińska MA. [Temperament vs. chronic fatigue in police officers]. *Med Pr.* 2015;66(6):793–801, <https://doi.org/10.13075/mp.5893.00205>. Polish.
- books and chapters in the book:
 - book: Pałczyński C. Occupational allergy in healthcare workers. Łódź: Nofer Institute of Occupational Medicine; 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>.
- conference proceedings (conference paper): Clark C, Tamburic L, Brauer M, Davies H. A prospective cohort study of road traffic noise effects on diabetes. In: Institute of Noise Control Engineering, INTER-NOISE and NOISE-CON Congress and Conference Proceedings; 2015 Aug 10; San Francisco, United States. Reston: The Institute; 2015. p. 5461–7.
- 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) recommendations at http://www.nlm.nih.gov/bsd/uniform_requirements.html.

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.

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