

## Information for Authors

The Polish Journal of Pathology is the official journal of the Polish Society of Pathologists, an organisation whose mission is to represent the interests of patients, the public, and pathologists by fostering excellence in the practice of pathology. The Polish Journal of Pathology is published quarterly.

The Polish Journal of Pathology publishes original, peer-reviewed articles for pathologists and clinical laboratory scientists. This information is intended to help laboratorians keep abreast of the ever-increasing knowledge base necessary to the successful practice of pathology and laboratory medicine. The journal actively pursues articles that focus on new and/or complex technologies/disciplines, such as molecular pathology, cytogenetics, HLA, cytometry, informatics, and the science of medical laboratory management.

The Polish Journal of Pathology also publishes accepted manuscripts on its Web site, which is available without charge (see: 'www.poljpathol.cm-uj.krakow.pl').

## Manuscript Checklist for Authors

1. Obey the rules: before submission, read carefully the instructions under 'To Authors' at 'www.poljpathol.cm-uj.krakow.pl' and follow them closely.
2. Make sure that the original double-spaced typed manuscript, with abstract (if required), references, legends and tables, along with 2 photocopies of the manuscript are submitted. Also include a CD or DVD disk containing the electronic version of your cover letter, text, figures and, if applicable, tables.
3. Leave right-hand margin unjustified.
4. Provide conventional units for all scientific measurements, with Système International (SI) units expressed secondarily in parentheses.
5. Put references in proper numerical order, making sure that all are cited in text.
6. Send 3 printed sets of all illustrations with manuscript. Remember to include an electronic version of your manuscript and figures on a CD or DVD disk.
7. Provide and label a structured or unstructured abstract (when required).
8. Include a completed authorship declaration that includes title of the manuscript, signatures for copyright, authorship responsibility, and financial interest from all authors.
9. Include written permission from each individual identified in the text as a source for personal communication or unpublished data.
10. Designate a corresponding author and provide telephone and fax numbers, e-mail address (if available), and complete mailing address for this author in the cover letter and at the title page of the manuscript.

Authors are obligated to pay for the publication of an article (independently of its type). The payment - 500 PLN - should be made through the bank to:

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The authors will receive 25 free copies.

## Manuscript submission

Warning: manuscripts are considered with the understanding that they have not been published previously in print or electronic format and are not under consideration by another publication or electronic medium.

Text-only manuscripts and manuscripts with non-colour graphs, histograms, and diagrams may be submitted via e-mail to 'mpdabros@cyf-kr.edu.pl'. Manuscripts with large and/or multiple figures, such as radiographs and photomicrographs **may not** be submitted via e-mail. Manuscripts submitted by e-mail **should not** also be submitted by regular mail. E-mail submissions must be prepared and sent according to these instructions:

1. Include the words "E-mail submission only" in the subject line of the e-mail.
2. Text files, graphs, and diagrams must be sent as separate attachments. Text files must be sent as attachments (Rich Text Format or .rtf files **only**). Tables should be included in the text file attachment at the end of the manuscript on separate pages.
3. E-mail submissions must be prepared in accordance with all of the instructions listed below (see: **Manuscript preparation**, below).

Completed authorship declaration for e-mail submissions may be faxed to the Polish Journal of Pathology editorial office at + 48 12 411 97 25. When faxing the authorship declaration, specify that the declaration is for a manuscript that was submitted via e-mail (include the title of the manuscript); faxed declaration must have legible signatures and names. Completed declarations also may be mailed to the editorial office.

If the editorial office is unable to open any attachments or determines that the manuscript is not appropriate for e-mail submission, the corresponding author will be notified and the manuscript will not be accessioned. The manuscript may then be submitted in hard copy form and mailed to the editorial office.

### Cover Letter

The cover letter must be saved onto the computer disk that contains the text portion of manuscript. Provide the full names, highest academic degree obtained, and affiliation of all authors. If an author's affiliation has changed since the work was done, also list the new affiliation. The editorial office reserves the right to review the number of authors on all submissions. All co-authors should have contributed to the study and manuscript preparation. They should be thoroughly familiar with the substance of the final manuscript and be able to defend its conclusions.

Designate a corresponding author and provide a complete mailing address, telephone number, fax number, and e-mail address for this author. Specify the address to which requests for reprints should be sent. If the manuscript was presented at a meeting, specify the complete name of the meeting (spell out association names), the city where it was held, and the exact date on which the paper was presented. Briefly acknowledge financial support provided to the authors for the research presented in the manuscript. Provide the name and affiliation of any statistical reviewer consulted.

All authors must complete and sign the copyright, authorship responsibility, and financial interest statements on the accompanying authorship declaration. Manuscripts cannot be accepted until the declaration is submitted.

### Informed Consent

If the manuscript reports the results of an experimental investigation of human subjects, state formally that consent was obtained from the subjects after the nature of procedure(s)

had been fully explained. Include a signed statement of consent from the patient (or, if the patient is a minor, from both parents or the legal guardian).

### **Ethical Requirements**

For human or animal experimental investigations, specify in the "Methods" section of the manuscript what protocols were followed, eg, "Institutional guidelines regarding animal experimentation were followed." For those investigators who do not have formal ethics review committees (institutional or regional), the principles outlined in the Declaration of Helsinki should be followed.

## Manuscript Preparation

Manuscripts should be prepared in the style of the Polish Journal of Pathology and in accordance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (<http://www.icmje.org/>). Standard abbreviations can be found in the CSE Style Manual (7th ed., 2006).

Submit an original manuscript and 2 photocopies, typed on one side only of standard-sized (preferably A4) paper. Use ample margins (at least 2,5 cm [~1 inch] wide). No appendix; add data to text.

Double-space throughout, including title page, abstract, text, acknowledgments, references, legends for illustrations, and tables. The right margin should be unjustified (ragged). Do not hyphenate words (turn off auto-hyphenation in your text editor).

All submissions (except those sent via e-mail) must include a CD or DVD disk containing the text portion and figures/tables (if any) of the manuscript. Also include the cover letter on the disk.

The text should be submitted as Rich Text Format (.rtf, preferred format), Microsoft Word (.doc, version MS Office 2000 or 97 only) or OpenOffice.org Writer (.odt). Figures and line art also must be submitted on a CD or DVD disk.

We accept figure files in following formats: TIFF, JPEG, PNG, PowerPoint (.ppt, version MS Office 2000 or 97 only), Excel (.xls, version MS Office 2000 or 97 only) and OpenOffice.org Draw (.odg). Figure files must be sized in accordance with the column widths specified in the 'Illustrations' section (page 6, below). In addition, hard copies of all figures must also be submitted (again, see 'Illustrations'). Halftone (grayscale) and colour images must be digitized at a minimum of 300 pixels per inch (ppi) or 120 pixels per centimetre (ppc). Line art should be scanned at 1200 ppi or 500 ppc. Digital colour images must be submitted in RGB or CMYK mode.

The text file submitted on disk must be the final corrected version of the manuscript and must agree with the final accepted hard (paper) copy of the manuscript. Please make certain that the disk contains the cover letter and the final version of the manuscript and the related figures/line art only; **all other material should not be included**. The final text file should not contain unnecessary formatting. Specifically, use hard returns at the end of paragraphs and display lines only; do not use an extra hard return between paragraphs; do not use tabs or extra space at the start of paragraphs or for list entries; do not indent runover lines in references; do not use different typefaces, page breaks, or headers; and turn off line spacing and hyphenation and justification.

Start each section on a new page, numbered consecutively in the middle of the bottom margin, beginning with the title page.

### Title Page (page 1 of manuscript)

The title page must include a concise title accurately reflecting the findings of the work; names (not initials) of all authors; department, institution and address where the research was performed; number of text pages, tables and figures; a short running head (up to 40 characters); grant numbers and sources of support; name, address, phone, fax, and email of the corresponding author; and name and address of author who should receive reprint requests. If an author changes employment after the study was performed, the new affiliation information for that author should be included as a footnote. Any affiliations (e.g. employment, consultations, stock ownership, honoraria, expert testimony) with any organisation or entity having a direct financial or personal interest in the subject matter or materials discussed in the article should also be clearly stated.

## Abstract (page 2 of manuscript)

Providing a well-written abstract is critical to help guide researchers to articles. Include a structured or unstructured abstract of no more than 200 words. State the context, objective, design, setting, patients or other participants, intervention(s), main outcome measure(s), results, and conclusions of the manuscript. To allow for quick scanning of abstracts, text may be written in phrases rather than complete sentences. When writing abstracts, do not begin by repeating the manuscript's title. Do not list anything in the abstract that is not in the manuscript. Do not cite references.

Do not use abbreviations in the title or abstract, and limit their use in the text.

## Text

The remaining sections of the text, which should include 'Introduction', 'Materials and Methods', 'Results', 'Discussion', and 'Acknowledgements', should begin on new pages. Commonly-abbreviated terms should be spelled out in their first occurrence and then may be referenced in abbreviation through the remainder of the manuscript. Consult the Human Genome Organisation Gene Nomenclature Committee website (<http://www.genenames.org/>) for gene names and symbols. For a complete list of other approved nomenclature organizations (eg, bacteria, viruses, mice), please contact the Editorial Office. Use conventional units of measurement, with Système International (SI) units expressed secondarily in parentheses. In tables and figures, a conversion factor to SI may be presented in the footnote or legend. Exceptions to this policy include calories, haematocrit, glycosylated haemoglobin, blood cell counts, and ejection fraction, for which conventional units should be expressed.

For 'Materials and Methods', authors should describe experimental and statistical methods in enough detail that other researchers can replicate results and evaluate claims. In general, inclusion of method or reagent details as supplementary material is not acceptable. The sequences of oligonucleotides, if not previously published, should be provided. Novel DNA or protein sequences should be deposited to an appropriate database (eg, Genbank, EMBL, Swiss-Prot), with the accession numbers included in the manuscript. When providing supplier information for materials sources, company name and location (city and country) should be provided. Website references to company information are not permitted. All novel materials and the procedures to prepare them should be described in sufficient detail to allow their reproduction (eg, DNA constructs, analytical software). Give sources (name of company and location) for all special reagents (eg, antibodies, enzymes, probes). Use only generic names of drugs, unless the specific trade name of a drug used is directly relevant to the discussion. Publication in the Journal implies that the authors agree, upon reasonable request, to share any materials or data that are integral to the results presented in the article, including whatever would be necessary for a skilled investigator to verify or replicate the claims. Authors must disclose upon submission any restrictions on the availability of materials or information, such as for patented or dual-purpose materials.

Reporting guidelines for specific study designs (eg, randomized controlled trials) can be found in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Authors must affirm that the research protocol was approved by the appropriate institutional review boards or ethics committees for human (including use of human cells or tissues) or animal experiments and that all human subjects provided appropriate informed consent and/or that regulations concerning the use of animals in research were adhered to. If race/ethnicity is reported, authors should state who determined race/ethnicity, how the options were defined, and why race/ethnicity was important in the study. Authors should be prepared to provide study protocol number(s) if requested.

Authors should obtain permission from all individuals named in the 'Acknowledgements' who contributed substantially to the work reported (eg, data collection, analysis, or writing/

editing assistance) but did not fulfil the authorship criteria. Likewise, authors should receive permission from all individuals named as sources for personal communication or unpublished data. Such permissions should be affirmed by the corresponding author in the cover letter.

### Tables

Double-space on separate sheets of standard-sized (preferably A4) paper. Title all tables and number them in the order of their citation in the text. If a table must be continued, repeat the title on a second sheet, followed by '(cont.)'. Abbreviations used in the table should be listed in a key below the table.

### Illustrations

Authors should give considerable care in preparing figures. No specific feature within an image may be enhanced, obscured, moved, removed, or introduced. The grouping of images from different parts of the same gel or blot, or from different gels or blots, fields, or exposures must be made explicit by the arrangement of the figure (e.g., using dividing lines) and in the figure legend. Adjustments of brightness, contrast, or color balance are acceptable only if they are applied to the whole image, whether experimental or control image, and as long as they do not obscure or eliminate any information present in the original. Any evidence of inappropriate manipulation may prompt the Editors to request an explanation and access to original data, which the authors must make available.

Figures may consist of multiple related panels (labelled A, B, C, etc.) described under one figure legend. Number each illustration on the back with the soft pencil, mark the top and provide the author's name. Composites consisting of multiple figures on one page are not allowed. Digital figure files on CD or DVD disk as well as production-quality hard copies should be provided for publication purposes. When roentgenographic photographs are used, submit a high-contrast print. Hard copies should not differ from the output of digital figure files.

Preferably, figures should be sized to fit one column, so the printed images should be 82,5 mm (~3,25 inch) in width per image. Accordingly, submitted digital images in electronic form (e.g. in TIFF format) should have width of 975 pixels for colour or half-tone, and 3900 pixels for line-art (see pixel per inch [centimetre] requirements, page 4, above). In such case the images would be 100% of their print dimensions so that no scaling is necessary. Figures larger from these dimensions will be accepted and sized at the publisher's discretion, with possible loss in image quality; smaller images won't be accepted. For illustrations intended to fit two columns or page width the figure dimensions have to be proportionally larger.

As much as possible, avoid submission of the digital illustrations in the most popular JPEG format (.jpg or .jpeg) because it may introduce significant compression artefacts and quality loss of the image.

Unwanted background material should be excluded and edges should be straight. Figure legends should be submitted as part of the manuscript and should state the staining method and degree of magnification. If the exact scale is critical, scale bars should be used on the photograph and specified in the legend.

For additional information on requirements for submitting figures electronically, contact the editorial office.

The authors are obliged to pay a charge for each page with colour illustration in the amount of additional 500 PLN per page.

### References

Authors are responsible for the accuracy of references. Number references in the order they are mentioned in the text; do not alphabetize. In text, tables, and legends, identify references with superscript Arabic numerals. Submit a preprint for references cited as in press. In

listing references, follow AMA style, abbreviating names of journals according to Index Medicus. Complete author citation is required (use of 'et al' is not acceptable).

Examples:

**Journals:** Cecena G, Wen F, Cardiff RD, Oshima RG: Differential sensitivity of mouse epithelial tissues to the polyomavirus middle T oncogene. *Am J Pathol* 2006, 168:310-320

**Books:** Fishman AP: Pulmonary Hypertension and Cor Pulmonale. *Pulmonary Diseases and Disorders*. Edited by Fishman AP. New York, McGraw-Hill, 1988, pp. 999-1048

**Web sites:** Include the name of the institution sponsoring the web site, URL address with direct linkage to the referenced information, and date of access.

**In press:** To be used only for papers accepted for publication. Cite as for journal with '(in press)' in place of volume and page numbers.

**Submitted papers/unpublished data:** Cite in text only.

### Personal communications

Personal communications should be listed at the appropriate location in the text; they should not be listed as a reference. Authors who name an individual as a source of information via a personal communication, whether it is through a conversation, an e-mail, a telephone conversation, a fax, or a letter, must include the full name and highest academic degrees of the individual. Also include the date of the communication, and state whether it was an oral or written communication. Authors who cite personal communications must obtain written permission from the named individual and must include a copy of the permission letter with a new manuscript.

### Editing

All accepted manuscripts will be edited according to AMA style, and returned with proofs to the corresponding author for approval. All authors will receive hard copy proofs in the mail. Proofs are sent/mailed within approximately 3 months from date of acceptance. The authors are responsible for all statements made in their work, including any changes made by the copy editor and authorized by the corresponding author.

## **Specific requirements**

### **Original and Review Articles**

Original and review articles should not exceed 20 double-spaced text pages. Figures should be submitted at either 1-column or 2-column width (see 'Illustrations', page 6, above). The text should be prepared in the same manner as described above. Also check the information concerning 'Cover Letter', 'Manuscript Preparation', and the authorship form (pages 2 and 4, above).

### **Letters to the Editor**

Letters should be limited to 500 words or less and to no more than 5 pertinent references. They must be prepared in the same manner as a manuscript as described above; an abstract is not required. Also check the information concerning 'Cover Letter', 'Manuscript Preparation', and the authorship form (pages 2 and 4, above).

### **Case Reports**

Unless special conditions exist, there should be no more than 6 authors for case reports. Case reports should not exceed 6 double-spaced text pages, have no more than 15 references, and a maximum of 6 figures and/or tables. Include an unstructured abstract of no more than 150 words. Also check the information concerning 'Cover Letter', 'Manuscript Preparation', and the authorship form (pages 2 and 4, above).

### **State of the Art in Surgical Pathology**

State of the art in surgical pathology presents concise cutting-edge information necessary to practice pathology and laboratory medicine in the new millennium.

Figures must represent the topic discussed with as much clarity as possible. Visual quality of the figures will be an important factor in the determination of the manuscript's publication.

Unless special conditions exist, there should be no more than 6 authors. Manuscripts submitted to this section should consist of no more than 12 double-spaced text pages and have no more than 15 most valuable references.