

GUIDELINES FOR THE AUTHORS

“Czasopismo Stomatologiczne” is a scientific monthly published by the Polish Dental Society. It contains reviewed papers, both from home and abroad, covering all odontological specialties, as well as medical ones, and those relating to other affiliated branches of science. The editors apply the uniform standards that have been outlined for biomedical periodicals by the International Committee of Medical Journals’ Editors: <http://www.icmje.org/>

The following types of papers can be accepted for publication:

- original research papers (up to 6,000 words in length, 35 reference items and 8 tables or figures),
- clinical papers (up to 5,000 words, 30 reference items and 8 tables or figures)
- preliminary reports (up to 3,000 words, 20 most recent reference items and 4 tables or figures)
- case reports (up to 2,500 words, 10 reference items and 4 figures; the maximum of three authors from the same scientific centre)
- informative articles, but only those relating to little known diseases, or presenting a new point of view on a disease already well-discussed (these papers can be written by a maximum of three authors, up to 5,000 words and 40 reference items),
- surgical techniques, (up to 2,500 words, 10 reference items and 4 figures),
- new instruments/equipment or technical innovations (up to 2,500 words, 10 reference items and 4 figures),
- biographies of eminent physicians,
- obituaries – in memoriam
- book reviews (if ordered by the editors),
- announcements of the Polish Dental Society,
- general announcements,
- letters to the Editor (up to 500 words, 3 reference items and 1 figure). Letters concerning published papers should bear the heading containing all relevant information of the paper in question.
- reports on domestic and international congresses, scientific conferences, and courses,
- chronicles of the regional branches of the Polish Dental Society (up to 3,000 word and 8 tables or figures).

Criteria for publication

Papers, which are to be considered for publication, should:

- focus on one subject
- be based on correct hypotheses and proper methods of statistical analysis involving groups of subjects large enough to guarantee conclusive results
- be well-written using simple, scientific language (grammar and style)

- have a clear message pertaining to new information significant for the readers.

Having received the review, the authors are expected to make corrections and send the paper back within a month. Unless the Editor receives the corrected paper before a three-month period, it will be automatically excluded from the publication process.

Guidelines for the authors

Material for publication should be submitted electronically in the English language. (<http://www.czas.stomat.net>).

Polish authors are also supposed to include a compatible version of the article in Polish. The Editor will allow for exceptions and accept papers in Polish only, however, in such a case the authors will have to express their written consent for the translation and settle for it.

Submitting the paper electronically will:

- save the time it takes the article to reach the authors, editors and reviewers,
- provide the authors with up-to-date information on the stage of the publishing process,
- allow the editors to have a direct contact with the peer reviewers who can submit their comments electronically,
- make it possible to generate a PDF file enabling corrections, changes, and the paper’s authorization,
- make it possible to carry out the whole correspondence electronically, including editorial decisions and corrections, if need be.

The text files should have the Word format as .rtf, or ASCII. Illustrations should have the .tiff extension for Corel-Draw scans, or Adobe Illustrator for vectorial graphics, or .jpg with maximum resolution of 300 dpi. The graphic files should not exceed 4MG.

A statement signed by all the authors and their superiors should be enclosed to the effect that the paper is original and has not been published and/or submitted for publication elsewhere, and that the authors have the copyright for all the submitted material. Additionally, the authors of the publication sign a statement that there is no potential conflict of interest and sign a waiver of their copyright for the benefit of the Polish Dental Society.

The suitable document is to be found at the journal’s website (www.czas.stomat.net); the authors should fill it in, sign, scan and, as a PDF file attach to the body of the article. The original is to be sent to the address of the Editorial Office:

CZASOPISMO STOMATOLOGICZNE
Skrytka pocztowa 39 (PO Box 39)
00-973 Warszawa 22
POLAND

If the research is invasive or experimental and carried out on human and/or animal subjects an appropriate statement should be included in the text (material and methods) stating that the research was carried out in accordance with the guidelines set out by the Helsinki Convention, and that the local Bioethics Committee has granted its approval (consent document's number).

Each paper is reviewed by the Editors or independent peer reviewers that the Editors have selected.

Preparation of the paper

The manuscript should be prepared in such a way so that each of the sections listed below represented a separate file:

- title page – a separate text file containing the title both in English and Polish, full names of all the authors together with their scientific titles and workplace, the scientific title, the initial of the first name and the surname of the head of the employing institution. The author who is responsible for contact with the Editors should also supply the name, address, telephone/fax numbers, and e-mail of his/her employing institution (written consent is needed whenever the author's private e-mail address is to be published). Finally, the information on the source of financial support (grants) if any, and abstracts in Polish and English,
- the text's body – a separate text file containing the paper's title (without the authors' names), abstracts together with keywords, the text's main body, acknowledgements and references. **The main text cannot contain any information that would allow identification of the center from which the paper has originated,**
- tables – a separate text file (tables as Excel files will be rejected)
- description of graphic files – a separate text file
- graphics – each one should be a separate file (combining graphics as one file will not be accepted)

All files' names should follow the same template, as shown below. As an example, a publication that was submitted on 14 January 2011 by Joanna Kowalska et al. has the following files:

- title page – 20110114A_Kowalska J. Three first words of the title
- the text's body – 20110114B_Kowalska J. Three first words of the title
- tables – 20110114C_Kowalska J. Three first words of the title
- description of graphic files – 20110114D_Kowalska J. Three first words of the title

- graphics 1 – 20110114E_Kowalska J. Three first words of the title

Abstract

The summary in English and its identical version in Polish cannot exceed 250 words each. Their content should be divided into five short sections: introduction, aim of the study, material and methods, results, conclusion. Below, the authors should place keywords (not more than five) using terms from the Index Medicus list.

The text's body

For the text's body Times New Roman font size 12 should be used and formatted with double spacing and 3 cm margins on both sides. For the original (research) papers the text should be divided into chapters: **Introduction, Material and methods, Results, Discussion, Conclusions.** It is recommended that authors describe their own research in the past tense and impersonally, and that the present tense should be used when referring to the current issues, or whenever something is stated or concluded. Italics should be used for names of scientists and for Latin terms. Only generic names of drugs should be used. The word "patient" should be used instead of "he", "she", "his" or "her".

References

The author is responsible for choosing suitable reference citations. Only original articles published in other journals should be cited including those on the same subject that have been published heretofore in "Czasopismo Stomatologiczne". The citing of textbooks should be avoided. **Abstracts or reports of congresses/scientific conferences should not be referenced!**

The list of references should be arranged according to the order in which they are quoted in the paper numbering each item with an Arabic numeral. Every reference item has to be quoted in the body of the text. Each item starts a new line and follows the specific order: author(s)' surname, first name initial(s) without dots, paper's title, abbreviated title of the cited journal according to the Index Medicus, year of publication, volume, number, the first and the last page of the article.

Example:

1. *Sandler J, Murray A: Manipulation of digital photographs. J Orthod 2002; 29: 189-194.*

A chapter from a monograph or a book is cited as follows: author(s)' surname, first name initial(s) (without dots), chapter's title, editor of the edition, book's title, publisher, place and year of publication, the first and the last page.

Example:

20. *Czernicki Z*: Uraz czaszkowo-mózgowy. Red. *L. Kryst* in: *Chirurgia Szczękowo-Twarzowa*. Wydawnictwo Lekarskie PZWL, Warszawa 1999, pp. 185-223.

Every reference item has to be quoted in the body of the text by means of a number (upper indexed) followed by a space, or after the quoted author's name.

Examples:

- *Czernicki*²⁰...
- *Sandler* et al.¹ published...
- ...further publishing process.^{1, 20}

Statistical analysis

If the research results were prepared using a statistical method of analysis, the method's name has to be quoted in the text including the name of the computer software that was used for calculations.

Tables

Tables should provide information that is relevant. Doubling of data for documentation as both tables and graphs is not accepted. Tables should be marked with Arabic numerals in the order of being quoted in the text. Tables should have a horizontal layout maintaining equal proportions (text within the table should be double spaced, separated with horizontal lines only). Tables should be headed with a short title (without a full stop) above it, with the legend below. All tables should be cited in the appropriate places in the text.

Graphics

All graphs, drawings, or photographs that illustrate the text should be consecutively numbered with Arabic numerals in the order in which they appear in the text. Captions, i.e. their description, should be listed in a separate text file and their order should correspond to their order in the text of the article. Graphics should be submitted as separate files. Illustrations in colour should retain their natural colours, as their subsequent correction is practically impossible. The decision to have coloured illustrations printed is made by the editors.

The size of graphics

Their ultimate size of graphics that will be printed in the journal will be as follows:

- a – for a single column: 83 mm in width,
- b – for a double column: 110 mm in width,
- c – for the whole page: 170 mm in width.

Patients' anonymity

If no written consent from the patient has been received concerning the publication of their photograph that makes identification possible, the patient's eyes

should be covered, or any other method should be used to make identification impossible. If the written consent for the publication of photographs has been obtained, such a document should be included as a separate file.

Abbreviations

It is recommended that SI abbreviations be used. No abbreviations are permitted in the title. Authors' own abbreviations should be given in their full version and explained in the text.

After the paper has been submitted for publication

- it undergoes preliminary assessment by the editors. If it fails the requirements, it is sent back to its authors, or rejected. The paper that fulfils the editorial requirements is sent on for factual evaluation. After it has been reviewed, the editors accept it for publication, or send it back to the authors for corrections. The author listed as the first one receives the anonymous review,
- the editors retain the right to make unauthorised corrections in the manuscript, abridge it, remove irrelevant illustrations, and/or change the title,
- two negative reviews disqualify the paper for publication,
- undisclosed peer reviewer is usually selected from the members of the Editorial Committee, excluding, however, a potential conflict of interest,
- the ultimate decision concerning the paper's publication is made by the Editor-in-Chief,
- the editors bear no responsibility for the factual contents of advertisements,
- having accepted the paper for publication the Editors send the proofreading version of the manuscript to the authors. **Any changes to the text after proofreading are unacceptable.** The author returns the manuscript as soon as possible (by e-mail),
- the Editors, with the approval of the Awards Committee of the Polish Dental Society, awards the best papers that have appeared in "Czasopismo Stomatologiczne" in a given year.

If the paper is not prepared according to these guidelines, then it will be sent back to its authors for corrections. This may significantly delay the publication.

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