

KLINIKA OCZNA – INSTRUCTIONS FOR THE AUTHORS: GUIDE TO PAPER PUBLISHING

1. *Klinika Oczna* accepts original, experimental and clinical papers as well as review articles and case reports (written in Polish or English) for publishing. Moreover editorial articles, chronicles, obituary notices, reports from the activities by the Polish Society of Ophthalmology and professional meetings abroad, letters to the editor and announcements are acceptable.
2. **Articles should be submitted according to current guidelines available on website www.klinikaoczna.pl.**
3. **The manuscript format:** double-spaced text (up to 30 lines per page) typed on one side, with a 4 cm margin on the left side. Regular font types should be used, without underlining or expanded character spacing. The manuscript must be distinct, contrastive and legible (12° font). Allowed file formats are: doc, docx, rtf.
4. **Paper volume:** for review articles it should not exceed 10 pages of the manuscript, for experimental and clinical papers – 8 pages, for case reports – 5 pages, and the other articles (reports, letters etc.) – 3 pages, inclusive of summaries, references, tables and figures (without the title page). In selected cases, upon the Editor's approval, it is possible to increase paper volume.
5. **The title page** should contain full names of author (authors), title (in Polish and English), and affiliation, with the full name and title of the head of department (if a paper is written in English, all abovementioned data should also be given in Polish), address for correspondence (also the e-mail address), the full degree of the addressee, and 3–6 key words (in Polish and in English).
6. **The abstract:** page 2 should include abstracts in Polish and in English (not exceeding 250 words each). For original article it should consist of four paragraphs labeled: Background, Material and Methods, Results, Conclusions. Each of them should briefly describe, the purpose of the study, how the investigation was performed, the most important results and the principal conclusion that authors draw from the results, respectively. For case reports and review articles the abstract should provide a background for the described subject as well as the main teaching points. Only standard abbreviations should be used. However, the abstract and the paper's title should not contain any abbreviations. When using an abbreviated term for the first time, the full name should be given followed by the abbreviation in parentheses (this requirement does not apply to units of measurements). From the page 3, paper text starts. All pages, along with bibliography, figures, captions and tables should be numbered.
7. **The composition** of original papers should be standard, i.e. containing: a. short introduction to the theme based on current state of knowledge, b. method and experimental or clinical material, as the subject of studies, c. results including tables and diagrams, with photo documentation, d. discussion of the results, e. conclusions (cannot be a repetition of results). Case reports should present well-documented cases, particularly interesting from the clinical point of view. Patients have the inviolable right for privacy, they have to give the written consent for any personal data disclosure. It is unacceptable to publish personal data (not in a form of descriptions, images or other identifying elements), unless it is justified due to the meaning of the given research information, and patient gave unequivocal written consent. Legitimacy condition of such consent is to present the patient with paper manuscript. Sources in the list of references should be itemized according to the citation order (references in parentheses). It is recommended to place any acknowledgements at the end of the paper, before the list of references.
8. **Tables** must be uploaded each in a separate file, references in the text should be placed in round brackets (e.g. Table I). Please indicate place in the text where they should be placed by writing e.g. "Table I" (as tables should be cited by Roman numerals) in the middle of a separate line. Tables should be legible – their content and underlines should be in both – English and Polish (example: text in Polish, space, slash, text in English); not too vast or numerous and should not sum up clinical data concerning particular cases.
9. **Illustrations** may be figures and photographs. They must be uploaded each in a separate file. The allowed photo file formats are: jpg, jpeg, gif, png, bmp, tiff, tif and allowed figure formats are: jpg, jpeg, gif, png, bmp, tiff, tif, pdf, doc, docx. All files should be named with a number of photo or figure. References in the text should be placed in round brackets (e.g. Fig. 1, Phot.1). Please indicate place in the text where they should be placed by writing e.g. "Figure 1" (as tables should be cited by Arabic numerals) in the middle of a separate line. The authors must possess the copyrights of the illustrations used in their papers. It should be Otherwise it is required to present the permission issued by the copyright owner – an individual, a journal or book publisher, in which it was originally published. Please ensure that the identification of persons visible on the photographs is impossible, unless written consent for publication given by the individual is attached to the picture. Figures numbering should be consistent with their appearance in the text. If the figure has already been published, its description source and acknowledgements for publishing should be stated along with copyright consent. It is necessary to present the consent of authors or a publisher in such cases. The above does not apply to figures, which definitely belong to the so-called public domain.
10. **References** should be placed at the end of the manuscript and arranged according to the citation order (original papers – 20 sources, review papers – 30 sources, case reports – 10 sources). **References must be up-to-date.** Each reference must include: a) for journal papers: name (names) of the author(s), first name initial (initials) (six names should be stated, and if there are more authors – „et al.” abbreviation should be entered), article title, abbreviated journal (according to the list of abbreviations issued by Index Medicus – it is available on the website <http://www.nlm.nih.gov>, and also on the website of Medical Language Handbook <http://lpj.pl>) separated by full stops, issue year, volume number, page numbers from the first to the last one (e.g. 12–18); b) for individual papers (books): name (names) of the author(s), first name initials, book title, publisher, place and year of publishing, edition number, volume number and page numbers. In articles published in Polish, in case of a group work editor(s) name(s) should be provided with „ed.” note.
List of references should not include Internet addresses. In selected cases upon the Editor's approval, it is possible to increase the number of references.
11. Papers should be well composed, in compliance with the Polish and English principles of academic writing. The editors reserve a right to proofread the papers and correctors and medical nomenclature used in the manuscript as well as to abbreviate some parts of text. Papers not following the instructions will be returned to the authors for making necessary corrections.
12. All papers must be submitted to Editor with an enclosed: 1) statement signed by the all authors that they have not been published or submitted elsewhere, 2) approval of all authors and the head of the submitting institution; 3) declaration, that it is the original work and does not violate copyrights, which applies to text and pictures, figures, sketches and other illustrating materials; 4) statement revealing each individual author's contribution in publication creation process – with affiliations and contributions given, i.e. information concerning conceptions, assumptions, methods, protocol etc. author used in the process of its preparation – the author submitting the paper for review and publication shall be responsible for providing such information (such statement will be helpful in preventing cases of „ghostwriting” and „quest authorship”, which are considered as research dishonesty); 5) information concerning financial disclosure, contribution of the research institutions, associations and other parties („financial disclosure”). Clinical works which involve any risk for the patient must be submitted together with a consent of local institutional review board to conduct such studies. In case of papers describing experiments in humans it should be stated whether the research was conducted in accordance with the ethical standards determined by the respective committee (established in given institution and region) responsible for such experiments and according to the Declaration of Helsinki. In case of papers describing experiments in animals, it should be indicated, whether rules binding for a given research center, guidelines of the national supervisory institution or laws on laboratory animals used for research were followed. Statement in a form of pdf scans or jpg should be submitted as a file, with the original documents sent using traditional post to the following address: REDAKCJA KLINIKI OCZNEJ, ul. Sierakowskiego 13 (SPKSO), 03-709 Warszawa.
13. By submitting the article to the editor, the authors agree to start the review process. Review process is consistent with MNiSW recommendations described in the pamphlet „Good practice in review procedures in science” (Warsaw 2011). The article is initially evaluated by the editorial board, if it meets the requirements, it is sent to independent reviewers. Reviewers are selected from outside the center which the authors are affiliated with, and outside the editorial staff. In some cases, due to a small number of experts in some fields, the papers may be reviewed by the specialists from the editorial board. Optionally, the authors can suggest up to three reviewers.
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The regulations contain excerpts of the elaboration titled „Unified requirements concerning articles designed for publishing in biomedical journals” announced by International Committee of the Medical Journals Editors” (edition V, 1997) according to the official publication in The New England Journal of Medicine – 23rd of January 1997, volume 336, No. 4, which were translated and commented by Piotr Müldner-Nieckowski, MD, PhD 1999.

We encourage all authors interested in preparing their manuscripts for publishing in the right way, to take advantage of this brief and concise source: <http://lpj.pl>