

Regulations for papers publishing in „OKULISTYKA” and „KONTAKTOLOGIA I OPTYKA OKULISTYCZNA” quarterly

1. Editors of „OKULISTYKA” and also „KONTAKTOLOGIA I OPTYKA OKULISTYCZNA” quarterly accepts for publishing original, experimental papers as well as review articles and case reports (in Polish).
2. All papers must be submitted with enclosed: 1) statement that they have not been submitted elsewhere; 2) approval for publishing signed by all authors and head of the submitting center; 3) declaration, that it is an original and simultaneously does not violate copyrights of other individuals, concerning text, 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 author of the conception, assumptions, methods, protocol etc. used in the process of its' preparation – responsibility for that information lays on the authors submitting the paper (such statement will be helpful in preventing cases of „ghostwriting” and „quest authorship”, which are the signs of research dishonesty); 5) information concerning financial disclosure, contribution of the research institutions, associations and other parties („financial disclosure”). Clinical papers, which involve any risk for the patient must be submitted along with a permission of the regional ethical committee to conduct such studies. In papers describing experiments conducted on humans statement concerning whether the experiment was performed according to the ethical standards established by the committee (determined in given institution or region) responsible for such experiments and according to the Declaration of Helsinki should be given. In papers showing experiments on animals should be indicated, whether rules binding in research center, guidelines of the national supervising institution or acts concerning laboratory animals use, should be indicated.
3. **The manuscript print-out in two copies** should be double-spaced (up to 30 lines per page), typed on one side, with a 3 cm margin on the left side. Ordinary writing should be used, without underlining or outspacing. The manuscript must be distinct, contrastive and legible (type 12°).
4. The volume of the review articles should not exceed 10 pages of the manuscript, of experimental and clinical papers – 8 pages, case reports – 5 pages, and the remaining articles (reports, letters etc.) – 3 pages, all including summaries, references, tables and figures, without title page. In selected cases due to the Editor approval, possibility to increase paper volume or literature amount is acceptable.
5. The title page should contain full author (authors) names, paper title (in Polish and English), complete center name, name and surname and full title of the center's head (if the paper is in English, all above mentioned data should be written in English), correspondence address (also e-mail address) – with title of the author and up to 5 key-words (in Polish and English).
6. Page 2 should contain abstracts – one in Polish (2500 marks including space), second in English (minimum 1500 marks including space), which should be elaborated according to the following pattern: purpose, material and methods, results, discussion, conclusions. Abbreviations used should only be standard, but should not be included in abstract nor in the title. First time, the abbreviated term should be given in full-length, and with it in round bracket the abbreviation is given (this requirement does not concern units of measurements). The top of page 3 marks the beginning of the content. All pages, including references, tables and legends to figures should be numerically ordered.
7. The composition of original papers should be standard, i.e. should contain: a. short introduction to the theme, based on current state of knowledge, b. experimental and clinical materials and methods as the subject of the studies, c. results in tables and diagrams, photo documentation, d. discussion of the results, e. conclusions (can not be a repetition of the results). Case reports must present well-documented cases, particularly interesting from the clinical point of view. Patients have the inviolable right for privacy, so they must give a consent for any data disclosure. It is unacceptable to publish any private informations (nor in a form of description, images or other identifying elements), unless it is justified due to the research information given in the paper and patient gave the informed and signed consent. The literature in the text should be cited according to the citation order (references should be stated in round brackets). It is recommended to place the acknowledgements at the end of the paper, before the references list.
8. **Figures and Tables** should be enclosed on separate pages, and acknowledgements in the text should be placed in round brackets (e.g. Fig. 1, Table I) and mark places, in which it'd be the best to place them, writing in the middle of the separate line e.g. „Figure 1” or „Table 1” (figures should be cited by Arabic numerals, tables-by Roman numerals). Tables should be legible – their text and captions should be given in both languages – Polish and English (example: text in Polish, space, slash, text in English); not too vast or numerous, and they should not sum up clinical data concerning particular cases. Diagrams with data should be supplied in calculation sheets belonging to MS WORD or MS EXCEL. Diagrams should have enclosed data list. Editor reserves the right to create diagrams based on enclosed data.
9. **Illustration material** may be photographs and slides both colour or black-and-white, figures drawn carefully with black ink on white cardboard in maximally A-4 format (on the opposite side of photographs and figures following details should be placed: authors surname, title of the paper, figure's number and mark its' position – inferior, superior) and computer material in resolution not lower than 30 dpi (in a form of separate folders (PC version) with extensions: EPS (Encapsulated Postscript), TIFF (Tagged Image File Format), CDR (Corel DRAW), AI (Adobe Illustrator). On separate page figures inscriptions should be given in Polish and English. Illustrations kept in MS WORD word-processor are not eligible for use. Illustration material used in papers must be the property of the author, otherwise original author's or journals or books editors approval is essential for any propagation and use. Figures present on photographs can not be recognisable, unless there's informed consent enclosed to the picture. Figures numbering should be consistent with their appearance in the text. If the figure was published earlier, in its' inscription source and acknowledgements for copyrights should be given. Author's approval or source publication editor approval according to their agreement concerning copyrights is required. It does not apply to figures, in which there's certainty, that they are a public domain.
10. List of references arranged in citation order should be typed on separate sheet (original papers – 20 positions, review papers – 30 positions, case reports – 10 positions). Each reference must contain: in case of journal citations name of the author (names of the authors), first name initial (names initials) with dots (six names is given, and in case of more authors, „et al.” abbreviation is introduced), article title, journal title in accepted closed abbreviation with dots (according to the abbreviations given in the list issued by Index Medicus – it's available on <http://www.nlm.nih.gov>, and also on the website of Medical Language Handbook <http://lpj.pl>), year of the issue, volume number, pages numbers from the first to the last one (e.g. 12–18); in case of separate papers citations (books): author's surname (authors' surnames), first name initials (initials), book title, editor, year and place of the issue, number of the issue (if there was more than one issue), volume number and number of pages. In articles published in Polish journal in case of collective work editor's surname (editors' surnames) should be provided with note „red”. **List of references should not include Internet websites.**
11. Papers should be stylistically well composed, according to the rules of Polish and English writing. The editors reserve a right to correct stylistic errors and medical nomenclature in the manuscript as well as to make same abbreviations. Papers not following the instructions will be sent to the authors in order to be corrected.
12. **Papers should be submitted on computer discs without coding or using internet system** (authors are requested to name the files and folders without using Polish letters). CD-ROM discs are accepted. The disc description should contain name and surname of the author, title of the paper, name (names) of the collections, names and numbers of programmes versions used. Discs should contain only the final version of the paper. Texts and graphics should create separate series. Editor recommends use of Word word-processors of all versions. ASCII format will also be accepted. Graphics can be prepared using majority of available programmes – recommended set formats are: *.EPS, *.BMP, *.PCX, *.TIF, *.GIF, *.JPG, *.PNG, CDR with enclosed fonts or changed into curves, *.WMF. Microsoft Excel or Corel Chart programmes use is recommended for diagrams creation – all versions. The editor does not return already submitted electronic data discs, diapositives, X-ray images, DSA, CT, MRI and others.
13. The authors sending the article to the editor, simultaneously agree to start the review process. Reviewing procedure is in accordance with MNiSW recommendations described in pamphlet „Good practice in reviewing procedures in science and research” (Warsaw 2011). First, articles are evaluated by the editorial staff and if they meet the requirements, then, they are sent to independent advisers. Advisers are being selected outside the centers, in which authors are affiliated and outside journal editorial staff. In some cases due to small number of experts in some scientific areas, deviation from the rule is accepted and reviewing process is given to the specialists from the editorial staff. Each article is marked only with a number – according to the „double blind review” rule, advisors and authors are anonymous to each other, and the complete procedure is confidential. Review must be finalized with unequivocal statement, whether the article was accepted for publishing or rejected. Reviews are performed free of charge.
14. Editorial Board and Publisher purchases, on exclusivity basis, complete copyright to the printed papers (including the right to publish in Poland and abroad based on exploitation areas determined in article 50 of the act on copyrights and related rules from 4th of February 1994 – Legal Diary No. 24, position 83 – and also on the Internet. The authors do not receive any fee according to the above statement.
15. Articles recorded on electronic carriers (original + copy) and printout can be sent to the issues editors or directly to the editors office to the following address: ophthalmological journals editors office 13 Sierakowskiego Str. (SPKSO), 03-709 Warsaw. They also can be sent by e-mail to: ored@okulistyka.com.pl (in that case additional contact with editorial office is indicated to receive confirmation, that paper came in without problems).

Fragments of the paper titled „Unified requirements concerning articles ready for publishing in biomedical journals” published by International Committee of the Medical Journals Publishers (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 on by (c) Piotr Miłdner-Nieckowski, MD, PhD, 1999. were cited in regulations.

All authors, who care of proper paper preparation for publishing, are referred to that briefly and clearly prepared source: <http://lpj.pl>