

EDITORIAL RULES

General information

The journal „Postępy Rehabilitacji” [Eng. Advances in Rehabilitation] is published in paper format, which is its original (reference) version. The editorial team accepts for publication original papers, case studies, demonstrative papers and reviews, as well as letters, polemics, communications and information provided by scientific societies. The authors submit their papers in Polish or English.

The editorial team examines the submitted original papers, case studies, opinions and reviews under the following conditions:

- a) they have not been published elsewhere – both fully and in its essential parts – in print or electronic media (except in form of an abstract or a report from a scientific meeting or conference, which copies are to be submitted together with the paper);
- b) they have not been submitted to the editorial office of other journals, which is to be confirmed by the authors separately in the cover letter;
- c) all authors agree on the publication of the presented material;
- d) information about the specific contribution each author made to the manuscript is provided (in order to prevent the practice of “ghostwriting” and “guest authorship”);
- e) all sources of financial support for publication are disclosed.

How the editorial team proceeds

The submitted manuscript is reviewed by the editorial team in terms of its correctness of preparation, photographic documentation, presence of the consent to the publication in “Postępy rehabilitacji” given by all the authors and contribution of the authors. Manuscripts that do not conform to the editorial rules will be returned for improvement without any content-related analysis. The manuscript, to which no initial comments have been reported, is provided with the subsequent number in the editorial file for identification at further stages of the editorial process.

The manuscript of each paper is subject to review. The thematic editor chooses two qualified reviewers. The reviews are anonymous (“double-blind review process”); at the request of the reviewer their name may be disclosed to the author(s). The reviewers prepare opinions which include justified recommendations and suggestions of changes and supplements to the content and form of the article. The review is in a written form and ends with an explicit conclusion, whether the article is approved or rejected for publication. Once the reviewer has identified that some changes are necessary, the author is obliged, within two weeks, to take a position on the comments and possibly to make the suggested corrections. The submitted manuscript needs one negative review in order to be disqualified. The list of reviewers is published once a year, in the fourth number.

Each article presenting results of the empirical research is sent to the statistical editor as well. The chief editor has the right to refuse to print the paper including the results of research during which ethical rules for clinical trials, defined in the declaration of the World Medical Association in Helsinki in 1964 and in Tokyo in 1975, and in the recommendations of the World Health Organization from 1982, have not been complied with. The final decision whether to accept or reject the text takes the editorial team.

The date of acceptance for printing shall be the date of sending the final version of the article or its part. Papers which were not ordered shall not be returned. The editorial team does not provide author’s copies. The author responsible for correspondence shall receive the article in PDF format via e-mail.

Manuscript preparation and submission

All papers must be submitted via e-mail – postepy.rehabilitacji@awf.edu.pl – in one file in the Microsoft Word format (2000, XP) (*.doc). The total length of the paper, including abstracts, tables, figures, literature, must not exceed: original articles – 14 pages; demonstrative papers, reviews and case studies – 10 pages; letters to the editorial office – 1 page.

The submission, apart from the manuscript, shall include the cover letter from the authors including: declaration that the paper neither has been published nor submitted for printing elsewhere; consent of all the authors to the publication; declaration about co-authorship and contribution of individual authors to the article (e.g. preparing

concepts and principles; formulating methods; conducting research; processing results; editing the final version). The main responsibility for the mentioned information lies with the author submitting the manuscript.

The manuscript should be prepared in the following way:

– the first page of the paper should include the title of the paper, names, surnames and affiliations of all authors (put under the authors' surnames and mentioned in the superscript just after the surname), exact data – name and surname (address, telephone, fax for information of the editorial team) and e-mail of the person responsible for preparing the manuscript and contact with the editorial team. The front page should also include information about sources of financial support available to the research.

– the second page of the paper should include the title of the paper as well, in order to enable anonymous review of the paper after having removed the first page; abstract built structurally, i.e. including introduction, material and methods, results and conclusions – in separate paragraphs, including, in total, from 200 to 250 words, and max. 5 key words, if possible, chosen from the MeSH catalogue (Medical Subject Headings Index Medicus <http://www.nlm.nih.gov/mesh/MBrowser.html>). Key words should not duplicate words from the title of the paper.

– the text should be divided into the following parts: original paper – introduction, material and method, results, discussion, conclusions, literature; demonstrative paper and review – introduction, sections of the main text; case studies – introduction, description of the case study, discussion and possibly conclusions.

– the paper should be written in font Times New Roman normal –12 point, space between the lines – 1.5 point, adjusted text, words' separation option. The title of the article – 14 point, bold, titles (introduction etc.) 12 point, bold, separated from the main text with double-space. First line of the paragraph indented 1.25 cm. listing with dashes. Additional formatting elements (e.g. bold, italics, underline) should be avoided in the text.

– tables, charts, figures and photos require due care (black-white print), should be titled and numbered with Arabic numerals (Fig. 1.; Tab. 1), put in the proper places in the text, as closely to the references as possible. Captions under tables and figures from the left side. The number of tables and figures must not exceed 6.

Acceptable quotation formats

The literature (only the papers used, without academic sources) should be presented in order of quotation in the text. Papers which has not been published and oral information should not be quoted. Abbreviations of titles of the quoted magazines should be compatible with Medline (Index Medicus www.nlm.nih.gov/tsd/serials/lji.html). References used in the text should be numbered with Arabic numerals in square brackets. Each quotation should be put in a separate paragraph. Internet sources – because of easiness to change or correct texts – should include the date of downloading or checking the file. In relation to the list of authors, if the number of authors of the quoted position exceeds 6, the term “et al.” should be used.

The literature positions should be formatted according to the following formula. In all cases attention should be paid to the used punctuation, which separates individual bibliographic field of the quoted position.

Magazine's articles

Vega KJ, Pina I, Krevsky B. Heart transplantation is associated with an increased risk for pancreatobiliary disease. *Ann Intern Med* 1996 Jun 1;124(11):980-3.

Supplement to the annual bound volume (volume)

Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. *Environ Health Perspect* 1994; 102 Suppl 1:275-82.

Supplement to the number (number)

Payne DK, Sullivan MD, Massie MJ. Women's psychological reactions to breast cancer. *Semin Oncol* 1996; 23(1 Suppl 2):89-97.

No labelling of the edition and volume of publication

Browell DA, Lennard TW. Immunologic status of the cancer patient and the effects of blood transfusion on antitumor responses. *Curr Opin Gen Surg* 1993:325-33.

Book

Ringsven MK, Bond D. *Gerontology and leadership skills for nurses*. 2nd ed. Albany (NY) Publishers; 1996.

Book edited by (...)

Norman IJ, Redfern SJ, editors. *Mental health care for elderly*. New York: Churchill Livingstone; 1996.

Chapter in the book

Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis, and management. 2nd ed. New York: Raven Press; 1995.p.465-78.

Conference materials

Kimura J, Shibasaki H, editors. Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan, Amsterdam: Elsevier; 1996.

ELECTRONIC MATERIAL

Article

Aboud S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. Am J Nurs [Internet]. 2002 Jun [cited 2002 Aug 12];102(6):[about 1 p.]. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>Article

Web page

Cancer-Pain.org [Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>.

Additional information available at: http://www.nlm.nih.gov/bsd/uniform_requirements.html