

EDITORIAL POLICY AND INFORMATION FOR AUTHORS

The manuscripts send to PiAP without cover letter will not be sent to reviewers. The cover letter scheme is available below:
http://czasopisma.viamedica.pl/pap/user/setLocale/en_US

EDITORIAL RULES AND BASIC INFORMATION

„Pneumonologia i Alergologia Polska” (“Polish Pneumology and Allergology” below referred to as “PiAP”) is the official journal of the Polish Respiratory Society, Polish Allergological Society and the National Research Institute of Tuberculosis and Lung Diseases. It publishes peer-reviewed original research papers, review articles, short communications, case reports, letters and editorial comments in the field of pneumonology and allergology. All the above mentioned types of articles will be published exclusively in English. This is the authors’ responsibility to prepare manuscripts in proper and grammatically correct English.

All manuscripts should be submitted via online system available at: http://czasopisma.viamedica.pl/pap/user/setLocale/en_US

PiAP Editorial Board respects regulations embodied in the Helsinki Declaration and expects all research involving humans to be conducted in accordance with those regulations. For the experiments involving animals the Editorial Board expects authors to follow the Interdisciplinary Principles and Guidelines for the Use of Animals in Research, Testing and Education issued by the New York Academy of Sciences’ Adhoc Committee on Animal Research. All human and animal research must be approved by the local Ethical Committee, what should be indicated in the text. In case of experimental papers involving animal models, statement concerning the ethical aspect of experimentation is required.

To secure publication of high-quality papers only Editorial Board implements procedures preventing *ghostwriting* and *guest authorship* both representing scientific misconduct.

MANUSCRIPT RE VIEW RULES

Submitted manuscripts are evaluated as to whether they present new insights into the announced topic and are likely to contribute to progress in research or in clinical practice. Received manuscripts are initially examined by the Board of PiAP Editors. Manuscripts which do not comply with basic standards of scientific publication are rejected. Manuscripts either incomplete or not prepared according to the rules below will be sent back without scientific review. Accepted manuscripts are registered and submitted for the independent review.

The review process is double-blind. Therefore authors are requested to delete any information within body of text enabling identification of paper’s origin. It is expected that reviewers will complete their reviews within 3 weeks. The reviews will be forwarded to the authors, who are requested to respond to them within 2 weeks. The acceptance for publication is sent to authors together with the reference number which should be used for further correspondence with the Editorial Office. Authors are encouraged to suggest possible reviewers, however final decisions in this regards will remain with the Editorial Board. The manuscript is accepted for publication on the basis of the positive opinion of the reviewers.

MANUSCRIPT PREPARATION

The guidelines for manuscript submission are in accordance with the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” N. Eng. J. Med. 1997; 336: 309–315.

Pages should be numbered consecutively, starting with the title page. Abbreviations, if used, should be defined on their first appearance in the text. The abbreviations that are not accepted by the international groups of experts should be avoided.

The manuscripts should have the following structure:

Title page — should include the full title of the paper and a short title of no more than 40 characters including spaces.

Full names of the authors, academic degrees, affiliations, the name, address, phone and fax numbers as well as e-mail address of the person responsible for editorial correspondence should be given during submission in the metadata table.

Information concerning grants or other forms of financial support and current affiliation of the authors should be stated.

Abstract should not exceed 250 words. The abstracts of original papers **and short communications** should consist of four distinct paragraphs: **Background, Methods, Results and Conclusion**. The abstract should be followed by up to 5 key words or phrases, in accordance with *Medical Subject Headings Index Medicus* if possible.

Polish authors are requested to provide Polish version of the Title Page, Abstract, key words (as a separate file) and tables/figures legends (on a separate file together with English version). For foreign authors, the translation of the above mentioned items to Polish will be done by PiAP editors.

Text — the original papers and short communications should be divided into the following sections: Introduction, Materials and Methods, Results, Discussion and Conclusions. The review papers can be divided in a different manner. The papers should not exceed the following limitations: original work — 3,000 words, short communication — 2,000 words, review — 6,000 words, case report — 2,000 words, case report short forms (quiz and lung imaging) — 500 words, letter — 1,000 words. The aforementioned limits do not include abstract, tables and references. The table summarizing the editorial requirements is provided below. Any additional information and acknowledgements can be placed between the text and references.

References — should be **numbered consecutively according to their appearance in the text (not the alphabetical order)**. Should include: the consecutive reference number, names of the authors (if there are up to six authors — list all, if there are seven or more — list three first with adnotation “et al.”), title, journal title (abbreviated in accordance with *Index Medicus*), year, volume (arabic numerals), number of the first and the last and DOI name, if available. Please do not use the phrases “in press”, “in preparation”, “oral communication” — they can be used in the reasonable cases in the text.

Examples:

Journals

Kessel A, Bamberger E, Toubi E. Tacrolimus in the treatment of severe chronic idiopathic urticaria: an open label prospective study. *J Am Acad Dermatol* 2005; 52: 145–148.

Books

The consecutive reference number, author, title, the editor, the place and the year of publication should be given. Reference to the specific chapter should include: name of the author and his initials, chapter title, pages, name of the author (editor) of the book and his initials, the editor, year and place of publication.

Example (author and editor are different): Fernandes LB, Henry PJ, Goldie RG. *Pharmacology and Therapeutics of Asthma and COPD*. Page CP, Barnes PJ (ed.), Springer, Heidelberg 2004; 20–31.

Morice AH, Bush A. *Cough*. Current Medical Literature Ltd, London 2003; 34–38. Current Medical Literature Ltd, London 2003; 34–38.

Note: In literature references the authors are obliged to present the DOI numbering for the articles with the numbers.

Tables – should be placed in separate files, each table should contain current number and title in English and Polish. For foreign authors translation to Polish will be done by PiAP editors.

Figures, photographs — should be sent as JPG, TIFF file (the number of figure should be indicated in the name of the file). Descriptions of figures should be placed in a separate file. Please provide Polish translation of figures legend. For foreign authors translation will be done by PiAP editors. Previously printed visual materials should be supplied together with the written consent of the publisher for reprint.

Electronic text format. The authors are requested to submit electronic versions of manuscripts prepared with one of the standard word processors (DOC or RTF file format). Standard fonts, 12-point typeface are advised.

DELIVERY OF THE MANUSCRIPT TO THE JOURNAL

The manuscripts are submitted electronically using the Electronic Manuscript Submission panel available on website http://czasopisma.viamedica.pl/pap/user/setLocale/en_US

All manuscripts should be submitted with the cover letter including the written consent concerning the statement of funding sources, conflicts of interest and declaration that:

- manuscript has been neither printed nor submitted for print in any other journal;
- manuscript has been approved by all co-authors, as well as the authorities of the institutions where research was performed;
- author(s) is (are) familiar with the Editorial Policy and the Information for Authors issued in “Polish Pneumology and Allergology” and is (are) willing to obey them;
- author(s) is (are) willing to cover the costs of color illustrations, in case they are implemented;
- author(s) approved copyright transfer and reprints permission.

Article type	Language	Title page in Polish*	Abstract	Abstract in Polish*	Key words	Maximum number of words	No of tables	No of figures	Maximum number of references
Review	English	Yes	Yes Up to 250 words Unstructured	Yes	3–5	6000	3	3	100
Original paper	English	Yes	Yes Up to 250 words Structured	Yes	3–5	3000	4	4	30
Short communication	English	Yes	Yes Up to 250 words Structured	Yes	3–5	2000	1	1	15
Case report	English	Yes	Yes Up to 250 words Unstructured	Yes	3–5	2000	3	3	15
Case report short forms (quiz, lung imaging)	English	Yes	No	No	No	500	2	2	10
Letter	English	No	No	No	No	1000	1	1	10
Editorial	English	Yes	No	No	No	2000	1	1	15

*for Polish authors only

W numerze 6/2014 „Pneumonologii i Alergologii Polskiej” podano niepełny skład autorów pracy pt.: „Mikrobiom układu oddechowego”. Są to Dorota Górecka, Adam Nowiński, Ewa Augustynowicz-Kopec. Redakcja przeprasza za zaistniałą sytuację.