

Instruction for Authors submitting papers to the quarterly Family Medicine & Primary Care Review

(formerly: **Polska Medycyna Rodzinna**)

The quarterly journal **FAMILY MEDICINE & PRIMARY CARE REVIEW** (formerly: *Polska Medycyna Rodzinna*) is a peer-reviewed scientific journal, open to research workers in family medicine, primary care, and related fields, academic teachers, general practitioners/family doctors, and other primary health care professionals, as well as physicians-in-training, residents and medical students. The journal is also addressed to those who carry out experimental and epidemiological research in other disciplines.

Our **mission** is to lay foundations for cooperation and an exchange of ideas, information and experience in family medicine/primary care that could involve all Central and Eastern Europe. This region lacks a journal of the kind. We also desire to be included in reputed international databases of biomedical periodicals, such as *Index Medicus*, *PubMed/MEDLINE* or *Current Contents*. Currently, we are indexed by *Excerpta Medica/EMBASE* and listed in the *Index Copernicus* (with 6.07 points) and the Polish Ministry of Science and Higher Education (4 points).

The Editorial Board accepts **manuscripts written in Polish or English** (preferably *UK English*). They may be considered for publication in the following sections of the quarterly:

- **Editorials**
- **Reviews**
- **Original papers** – including experimental research
- **Case reports/studies**
- **Under-/postgraduate education** or **Continuing medical education (CME)**
- **Reports** – on conferences, congresses, fellowships, scholarships, etc.
- **Letters to the Editor**
- **Book/literature reviews**
- **Announcements**
- **Miscellaneous**

The **priority will be given to** original papers and/or articles written in English. The submitted manuscripts should meet the general **standards and requirements** agreed upon by the International Committee of Medical Journal Editors, known as *Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication* (see *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* [editorial]. *N Engl J Med* 1997; 336:309-915; an updated version from October 2004 is available online: <http://www.icmje.org/icmje.pdf>). They should also conform to the high quality editorial procedures and practice (formulated by the *Index Copernicus International Scientific Committee* as *Consensus Statement on Good Editorial Practice 2004*).

Submitted manuscripts are first examined by the Editorial Board members, and then, if generally accepted, **sent to two independent experts** for scientific evaluation. The authors will receive the reviews within several weeks after submission of the manuscript. The reviewers, whose names are undisclosed to the author, may qualify the paper for:

- immediate publication,
- returning to authors with suggestions for modification and improvement, and then publishing without repeated review,
- returning to authors for rewriting (according to the reviewer's instructions or requests), and then for publishing after a repeated review,
- rejection as unsuitable for publication.

The Editorial Board reserves a right to adjust the format of the article or to shorten the text, if necessary.

The authors of the **accepted papers** will be notified in writing. The **manuscripts requiring modification** and improvement or rewriting will be returned to the authors. Proofs of these papers will be sent to them for proofreading. Corrections other than printer's errors, however, should be avoided. Proofs should be returned to the Editor within 7 days.

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Ethical issues. Authors are obliged to respect patients' confidentiality. Do not publish patients' names, initials, or hospital numbers. Written permission to use patients' pictures and their informed consent must accompany such materials. In reports on the experiments on human subjects, it should be clearly indicated

whether the procedures followed were in accordance with the Declaration of Helsinki (see World Medical Association Declaration of Helsinki: ethical principles for medical research involving human subjects. *JAMA* 2000; 284(23): 3043-3045). The investigator's Institutional Review Board or a local ethical committee should have approved the protocols for both human and animal studies. Information on this approval should be provided in the "Material and methods" section of the manuscript.

Authorship criteria. The exact contribution of each co-author should be clearly defined. Authorship credit should be based only on substantial contributions to: a) study concept and design, b) acquisition of data, c) statistical analysis, d) data interpretation, e) literature search, f) funds collection, g) drafting the article, h) revising the article critically for its important intellectual content, i) final approval of the version to be published. No one should be listed as a co-author who has not made a significant contribution to the work.

Sources of financial support and conflict of interests. The authors should give the name of the supporting institution and grant number, if applicable. They should also disclose any relationships (especially financial arrangements) they may have with the sponsor, other subject, institution, commercial company, or a product-under-study that could be construed as causing a conflict of interest with regard to the manuscript under review.

Disclaimer. The Publisher and the Editorial Board assume no responsibility for opinions or statements expressed in advertisements. The opinions expressed in by-lined articles are those of the author(s) and do not necessarily reflect those of the Publisher.

Manuscript Preparation

Each submitted manuscript must be accompanied by a covering letter signed by all authors confirming that (1) they consent to publication, and (2) the paper has not been published before in any form, and is not under consideration/accepted for publication elsewhere. The "Paper submission form" (reproduced in the journal or available on its website), containing a checklist of all conditions to be fulfilled, dated and signed by the first author should also be included.

The **title page** should contain: (1) the full title of the paper; (2) the names of all authors; (3) the department(s) and institution(s) where the work was done; (4) the institutional affiliation of each author, if any; (5) the exact contribution of each co-author; (6) the full name and address (including telephone, fax and e-mail) of the corresponding author; (7) sources of financial support. The **paper** should carry a structured abstract (see below), 3–6 key words (from the *Medical Subject Headings* [MeSH] catalogue of the *Index Medicus*), and the main text structured in the conventional style (Introduction, Material and methods, Results, Discussion, Conclusions, References). A **structured abstract** (Summary) of no more than 250 words (2200 characters) should follow the main text structure (excepting Discussion), and include four headings: Background, Material and methods, Results, and Conclusions. In case of the Reports, Letters to the Editor, Book/literature reviews, and Miscellaneous papers, some departures from these rules are acceptable (e.g. Summary is not necessary).

It should be established the role and the participation of every co-author in preparing the manuscript according to the enclosed key: **A** – study design, **B** – data collection, **C** – statistical analysis, **D** – data interpretation, **E** – manuscript preparation, **F** – literature search, **G** – funds collection.

Units and abbreviations. All measurements should be reported in the metric system in terms of the International System of Units (SI). Use only standard abbreviations and symbols. The term should be written in full when it appears in the text for the first time, followed by the abbreviation in parentheses; only abbreviation is used in the text thereafter.

References should be indicated in the text by Arabic numerals in square brackets (e.g. [1], [6,13]), numbered consecutively, including references first cited in tables or figure legends. Only the most essential publications should be cited. However, their number should not exceed 20 (for original papers) or 40 (for review articles). It is recommended to use evidence-based sources of medical information. Unpublished observations or personal communications cannot be used. Avoid using abstracts as references. The list of references should appear at the end of the text in numerical order. Titles of journals should be abbreviated according to the format used in *Index Medicus*, and written in italics, without punctuation marks.

The style of referencing that should be strictly followed is the *Vancouver System of Bibliographic Referencing*. Please note the examples for format and punctuation:

- a) Journal article (list all authors; if more than 6 authors, list the first three, followed by *et al.*)
 - Lahita R, Kluger J, Drayer DE, Koffler D, Reidenberg MM. Antibodies to nuclear antigens in patients treated with procainamide or acetylprocainamide. *N Engl J Med* 1979; 301: 1382–1385.
 - Stroup DF, Berlin JA, Morton S.C., et al. Meta-analysis of observational studies in epidemiology: a proposal for reporting. *JAMA* 2000; 283: 2008–2012.
- b) No author
 - Cancer in South Africa [editorial]. *S Afr Med J* 1994; 84:15.

- 21st century heart solution may have a sting in the tail. *BMJ* 2002; 325(7357): 184.
 - Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. *Hypertension* 2002; 40(5): 679–686.
- c) Electronic journal/WWW page
- Thomas S. A comparative study of the properties of twelve hydrocolloid dressings. *World Wide Wounds* [serial online] 1997 Jul [cited 3.07.1998]. Available from URL: <http://www.smtl.co.uk/World-Wide-Wounds/>
- d) Books/Monographs/Dissertations
- Milner AD, Hull D. *Hospital paediatrics*. 3rd ed. Edinburgh: Churchill Livingstone; 1997.
 - Norman IJ, Redfern SJ, editors. *Mental health care for elderly people*. New York: Churchill Livingstone; 1996.
 - NHS Management Executive. *Purchasing intelligence*. London: NHS Management Executive; 1991.
 - Borkowski MM. *Infant sleep and feeding: a telephone survey of Hispanic Americans* [dissertation]. Mount Pleasant (MI): Central Michigan University; 2002.
- e) Chapter within a book
- Weinstein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Sodeman WA jun, Sodeman WA, editors. *Pathologic Physiology: Mechanisms of Disease*. Philadelphia: WB Saunders, 1974: 457-472.
- f) Conference proceedings
- Harnden P, Joffe JK, Jones WG, editors. *Germ cell tumours V*. Proceedings of the 5th Germ Cell Tumour Conference; 2001 Sep 13–15; Leeds, UK. New York: Springer; 2002.
 - Christensen S, Oppacher F. An analysis of Koza's computational effort statistic for genetic programming. In: Foster JA, Lutton E, Miller J, Ryan C, Tettamanzi AG, editors. *Genetic programming*. EuroGP 2002: Proceedings of the 5th European Conference on Genetic Programming; 2002 Apr 3–5; Kinsdale, Ireland. Berlin: Springer; 2002: 182–191.

The length of the manuscript (along with the references) should not exceed 24,500 characters for reviews, 14,500 characters for original papers, case reports and other materials.

Authors are requested to **submit 3 copies of their manuscript as well as a removable data carrier** (a floppy or compact disk, IBM PC compatible) containing the electronic files of the paper. It is essential that the file on disk and the printout are identical. The manuscript should be typed on a white paper of the ISO A4 size, one-sided, using double-spacing and standard Arial fonts, 12-point typeface. Do not use bold, capitalized text, etc. Margins: 2.5 cm at top, bottom, right, and left.

Illustrations. Drawings, photographs, charts in a traditional format (e.g. professionally drawn figures, colour or B&W photographic prints, etc.) to be included into the text should be sent separately in 3 copies. Ensure that each illustration is properly labelled on its back, and numbered consecutively in order of citation in the text. Photographs should be glossy prints.

Electronic submission. Use 3.5-inch diskettes, CDs, alternatively send the paper by e-mail. Submit the text, tables and illustrations as separate files. MS Word is preferred, and files should be saved as the "*.doc" or "*.rtf" ones. Tables, figures, drawings and photographs may be processed using any mode and software (*.txt, *.doc, *.xls, *.cdr, *.bmp, *.jpg, *.tiff preferably). Always use table editor function. Name the file(s) clearly; label the disk with the format of the file and the file name. Diskettes should also be labelled with the title of the paper and author's name. The word-processing/compressing software and its version should be indicated (preferred formats: *.zip, *.rar, and *.arj).

Offprints. Each author will receive one copy of the issue free of charge; however, the authors are not paid any remuneration/royalties.

The Internet. The Editorial Board of the quarterly FAMILY MEDICINE & PRIMARY CARE REVIEW has developed the journal's website: <http://www.familymedreview.org>

Payment for publishing a paper whose first Author is not a member of PTMR is PLN 800 + VAT.

The papers should be sent to the Editor:

Redakcja Kwartalnika/Editor

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