

## GENERAL INFORMATION

**Ginekologia i Położnictwo medical project** is an official peer-reviewed Journal belonging to medical department of the Psychosomatic Section of **Polish Gynecological Society**, publishing original research papers (experimental, clinical, laboratory), review and case studies (case report). The coverage of the Journal includes science communication within the relevant fields of gynecology and obstetrics in the form of letters to the Editor, reports and materials from scientific meetings, reviews of books as well as communications on planned congresses and scientific conventions.

**Ginekologia i Położnictwo medical project** is published issues four times a year. The published articles are also available on the site [www.ginekologiaipoloznictwo.com](http://www.ginekologiaipoloznictwo.com). The journal is indexed in Scopus, Index Copernicus, ROAD, POL-INDEX and THE MONTH. **Ginekologia i Położnictwo medical project** publishes works in both English and Polish languages. The Editorial board of **Ginekologia i Położnictwo medical project** is guided by the general principles contained in Helsinki Declaration and expect the authors' research, the results of which are to appear on in **Ginekologia i Położnictwo medical project** to observe the rights contained therein.

Authors of research work using experimental animal models are obliged to comply with rules formulated by Interdisciplinary Principles and Guidelines for the Use of Animals in Research, Testing, and Education adopted by the New York Academy of Sciences Adhoc Committee on Animal Research. Any work submitted to publications, subject to approval by the Commission Ethical, appropriate to the location territorial, should contain one agreement. It is advisable to attach a copy of the above the mentioned document for the submitted work.

## SUBMISSION AND PEER-REVIEW

Papers submitted for publication in **Ginekologia i Położnictwo medical project** are assessed in terms of the scientific merits and cognition. Issue of the cover letter attached to the work, signed by the contributing authors, concomitantly means the consent to initiate the procedure for manuscript evaluation. The submitted works are subject to preliminary evaluation by the Journal Editorial Board. The works that do not comply with the Advertising Regulations are not subject to further evaluation and if qualified the submissions bear the reference number that is passed on to authors as a reference for further correspondence. The work stays submitted for further substantive evaluation by independent, recognized peer-reviewers specializing in the given field. Registered manuscripts are sent to two independent reviewers to assess the scientific merit of the work. The manuscript review process are managed such that it does not take longer than 6 weeks for editorial processing, however, the Editors cannot guarantee a specific deadline for making a final decision. The editorial office accepts the manuscript for publication unconditionally, if both reviewers agree that the work is suitable for publication in the presented form. But if reviewers differ in their opinions or believe that the manuscript should be accepted only after making appropriate corrections, then the Editors take an appropriate decision to send the work to another reviewer for a decision or may send the work to the authors for proofreading.

The final decision regarding the acceptance of the work for publication or acceptance of work on a condition to implement appropriate correction or a decision to reject the work is the responsibility of the Editorial Board and is not subject to further appeal. Editors do not have to justify the decisions that are made. Notification for publishing in **Ginekologia i Położnictwo medical project** is synonymous with the legal transfer of the Author (s) ownership on the work to SALVE Publishing House - it Medical Team Sp. z o.o. Works incorporated in manuscripts that become eligible for publication remains the sole property of the SALVE Publishing House - it Medical Team Sp. z o.o. Authors can't publish the accepted work either in whole or in part elsewhere in magazines (or digital media) without the written consent of the Publisher. The signature of the authors in the letter is equivalent to the following statement: The submitted work belongs to the publisher, and the research results have not been published before or submitted for printing elsewhere.

All authors listed on the site in the title page, imply that they agreed to submit their work to **Ginekologia i Położnictwo medical project**. Registration of the submission with the Editorial Office followed by entering the reference number in the register will be informed to the main corresponding author via e-mail. All correspondence with the authors is channelled electronically, and therefore it is an absolute requirement to provide the e-mail address of first author of the submitted work.

## CONFLICT OF INTEREST

Authors are required to disclose financial ties with economic operators or entities whose products in the way are pronounced in the presentation that are marked for evaluation. This information is kept confidential by the Editorial Board for the time being during the completion of the assessment and may not affect the decision of the Editorial Board. Upon qualification for publication, the editors agree with the authors to inform readers about principles of work financing. For preserving the scientific value of the work and their objectivity, in the case of studies containing the evaluation of drugs, devices medical or other products used in clinical practice, the editors expect that the authors are not financially dependent on their manufacturers or distributors. For Editors it also requires disclosure of contradictions of interest on the reviewers of the work. Reviewers are obliged to submit statements about the possibility of withdrawal prior to or during the evaluation of work, which prompts the Editors to change the reviewer.

## PRINT PERMITS

In the case of inclusion of figures in the works, illustrations or data obtained from others sources, the authors are required to obtain and present the consent of the authors and owners of the copyright source. Also consents are required for data in case of unpublished work, submitted for publication, or that obtained through personal contacts (so-called oral reporting).

## CONFIDENTIALITY OF PERSONAL DATA

Authors are obliged to keep confidentiality of patients' personal data. Such precaution should be pursued to minimize the possibility of patient diagnosis being presented to the readers. Published personal data should contain only important elements for conveying the scientific value of the work. Editors reserves the right to solicit from authors, prior to publishing the work, consent of the patients regarding the publication of their personal data or image, when there is a possibility of them being recognized by the readers. Publication of the work reporting racial and ethnic determinants and whether cultural or not is possible only in cases where the data has an impact on the results obtained or the conclusions drawn from the collected material.

## LIABILITY

The publisher and the Scientific Council make every effort to ensure the pages of **Ginekologia i Położnictwo medical project** do not contain false information, opinions or views that could mislead the readers. Due to the uniqueness of scientific works, the advertisements contained in them are marketable only to the authors, sponsor or company. Editors and Publisher have no responsibility for the terms contained in the published material. Editors recommend readers to refer to all administration methods, techniques and drugs described in **Ginekologia i Położnictwo medical project** that have been only used in accordance with the instructions and recommendations of drug or equipment manufacturers, issued in the country of the reader.

## COPYRIGHT TRANSFER

By sending the manuscript with figures and tables, the Author (s) declare that the submitted work has not been previously published or submitted to the editorial office of any other journal excluding summaries not exceeding 300 words. Moreover, the authors declare automatic and free of charge transfer of all copyrights to the publisher disseminating the submitted materials - in all known forms and on all known fields of exploitation (pursuant to Art. 50 of the Act on copyright and related rights, including multimedia techniques and dissemination on networks ICT) provided that

these materials are accepted for publication. At the same time authors agree that the work will not be published anywhere and in any language without prior written consent of the Copyright holder, which is the Publisher.

## PUBLICATION CATEGORIES

Works submitted for publication should be clearly classified by the authors according to the following categories:

**Original Research Articles:** This category represents reports on unpublished results of scientific experiments and research work carried out by the authors that clearly define confirmation or rebuttal of a research thesis. Original research works should contain on an average of 2000 to 3000 words and up to 30 references.

**Review Articles:** Reports presenting the current state of knowledge on a given subject with special attention to contemporary controversies, theoretical and practical approaches to the issue, unresolved problems, etc. Review papers should contain on an average of 3000 to 4000 words and up to 30 references.

**Case studies:** Detailed descriptions on the process of diagnosis and / or treatment of 1-3 patients with special attention to unusual or difficult aspects of diagnosis and treatment relevant to clinical practice. A case report should not exceed 1000 words and 10 references.

**Short reports:** Descriptions of the selective clinical solutions in the case of specific problems, possibly including new discoveries but not yet confirmed experimentally. The main text should be consisting of approximately 1000 words. Number of citations should not exceed 15 references.

**Letter:** These include replies with comments on the posts in local magazine and are valid up to 6 months from their release. Letters should be up to 500 words long and are published without abstract.

## INSTRUCTIONS FOR AUTHORS

Regulations for submitting articles for publication are based on "Uniform Requirements for Manuscripts submitted to Biomedical Journals" N Engl J Med 1997; 336: 309-15. The research work is required to be sent along with the cover letter containing the consent of all authors to publish research results, and a statement that the work was not published in other medical Journals in full. Manuscripts should be written in A4 format page, maintaining double line spacing, 12 point font (e.g. Arial, Times New Roman). The left-hand margin should be 4 cm, the remaining margins (except first page) to be set at 2.5 cm.

## FRONT PAGE

The top 10 cm of the first page should be left with free space for the technical and publishing comments that are provide in turn:

- The manuscript title in English or Polish and English,
- Names and surnames of authors along with their affiliations need to be provided, Information regarding who is author of concepts, assumptions, methods, protocol, data analysis and interpretation, etc., used in the construction of the manuscript, full names of the institutions in which they work, are to be given in English or Polish language.
- The names and surnames of the institution managers, name, surname, telephone, address, telephone number, fax number, author's e-mail address responsible for communications with the editorial office.
- Sponsorship sources, information on grants, subsidies, etc. 3-6 keywords in Polish and English languages, selected according to the MeSH system (Medical Subject Headings, Index Medicus, MEDLINE).

## STRUCTURE

Every original manuscript should be organized as follows:

- a. Introduction – Present an introduction to issues based on the current state of knowledge,
- b. Purpose of the work – well-formulated and clearly specified,
- c. Material and methods - methodology and material either experimental or clinical that is subject of the study,
- d. Results - to be presented, if possible, in a tabular layout. If there is a need for the figures representing statistical analyses,
- e. Discussion of the results comparing to the current one and the literature,
- f. Conclusions should not be repetition of the work results.
- g. Acknowledgments - Highlight the contribution of all those who helped conducting research and who do not meet criteria for inclusion authors list, e.g. assistants, technicians, unit managers providing general support. The authors have obligation to disclose the fact of receiving financial or material support,
- h. References - to be typed in double spaced items numbered in order of in-text citations (not in alphabetical order).

The methodology of the clinical studies that may potentially present any risk to the patients involved, and experimental work with laboratory animals, must have prior approval of the Institutional ethics committee. In clinical work, including numerical lists of patients, it is necessary to include a period (month, year) that forms the basis for the analysis and specify organizational units from where the processed material originates. If work was conducted in part under the direction of previous manager (chief) then this should be clearly stated in the text of the manuscript. In developing the content you should take into account the recognized Polish nominations and English absolutely to maintain linguistic correctness. Editors don't examine works that do not take editorial recommendations into account. Editors are entitled to correct mistakes pertaining to nomenclature and stylistic flaws, shorten the content volume, remove redundant figures and diagrams without communicating with the author.

#### REFERENCE FORMAT

A reference list should be compiled according to the order in which the works are cited in the text. Journal abbreviations are written in italics without dots. The year of publication is followed by semicolon, colon is placed after volume and a dot is placed after page number.

Please refer to the following examples quoting literature:

**Typical magazine article:** Please mention the names of first three authors followed by "et al.", e.g. Parkin D, Clayton P, Black RF et al.: Childhood Leukemia in Europe after Chernobyl. *Br J Cancer* 1996; 73: 1006-12.

**Organization as author:** The Cardiac Society of Australia and New Zealand. Clinical exercise stress testing safety and performance guidelines. *Med J Austr* 1996; 164: 2832-34.

**Without the named author:** Cancer in South Africa (editorial). *S Afr Med J* 1994; 84:15.

**Original book without an editor:** Ringsven MK, Bond D. Gerontology and leadership skills for nurses. Vol. 2, Albany: Delmar Publishers; 1996.

**Chapter in monograph:** Philips SJ, Whisnant JP.: Hypertension and stroke. In: Laragh JH, Brenner BM (Ed.) Hypertension: pathophysiology, diagnosis and management. Ed. 2. New York: Raven Press; 1995, p. 465-78.

**Article in the volume of Conference Proceedings:** Bengtsson S, Solheim BG: Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Rienhoff Oh, (ed.).

MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 6-10 Sept. 1992; Geneva, Switzerland and Amsterdam: NorthHolland 1992; 1561-65.

**Dissertation:** Kaplan SJ: Post-hospital home health care: the elderly's access and utilization [dissertation]. St. Louis: Washington Univ. 1995.

**In press:** Leshner AI: Molecular mechanisms of cocaine addiction. *N Eng J Med*. 1997 [In press]

**Article published exclusively in electronic format:** Drayer DE, Koffler D. Factors in the emergence of infectious diseases. *Emerg Infect Dis* [online journal] 1995 Jan-Mar [quoted 1996.06.05]; 1 (1): [24 screens].

**Available at URL:** <http://www.cdc.gov/ncidod/EID/eid.html>

#### DRAWINGS, ILLUSTRATIONS AND PHOTOS

Illustrations, figures and photos must be sent in a separate file by email to: [editor@ginekologiaipoloznictwo.com](mailto:editor@ginekologiaipoloznictwo.com) in JPEG or TIFF format preferably with a resolution of above 200 dpi.

#### TABLES

Tables should be sent as separate files via e-mail to: [editor@ginekologiaipoloznictwo.com](mailto:editor@ginekologiaipoloznictwo.com) (text and tables in either Microsoft Word or Excel format). Tables need to be numbered in Arabic in the order they were placed in text, and organized in separate files (one table per one side - with the table description). Figures and illustrations also need to be numbered in Arabic in the order of citation and placement in the manuscript text. Descriptions of figures or photos should be placed in a separate file. All the captions and headings must be provided in either Polish and English language. Color illustrations can be printed once the Author covers part of their cost.

#### UNITS OF MEASUREMENT

Measurements of length, height, weight and volumes should be given in metric units (e.g. meter, kilogram, liter and others) or in the decimal system (e.g. decimeters). The temperature must be given in terms of degrees Celsius. Blood pressure should be there given in terms of millimeters of mercury. Clinical hematological and chemical measurement units should be given in the metric system according to the International System of Measures (SI). Alternative entities that are not derived from SI system should be added in parentheses.

#### ABBREVIATIONS AND SYMBOLS

Only standard abbreviations are applicable for editing. Do not use abbreviations in the title and abstracts. Full version of the short abbreviated term must be given before the first the occurrence of an abbreviation in the text, with the exception of standard units of measurement.

#### GHOSTWRITING AND GUEST AUTHORSHIP

"Ghostwriting" and "Guest authorship" are regarded as manifestations of dishonesty in scientific research, and any such detected cases will be notified to the relevant entities (institutions employing authors, societies scientific, scientific editor's association, etc.).

#### MANUSCRIPT SUBMISSION FOR EDITORIAL PROCESSING

For each submitted manuscript to *Ginekologia i Poloznictwo medical project*, kindly enclose a cover letter stating that:

- a. The work has not been published nor has been submitted to any other editorial office;
- b. The manuscript has been approved for publication by all contributors and management institutes/organizations where it was performed;
- c. Author (s) agree to spontaneous and free transfer of copyrights to the Publisher at the time of manuscript acceptance for publication;
- d. All sources of funding have been

disclosed;

- e. The author(s) are aware of the rules of editing and "information for authors" furnished in *Ginekologia i Poloznictwo medical project* and agree to comply with them.

The editorial board of *Ginekologia i Poloznictwo medical project* considers the above-mentioned conditions to be met and become their signatory once the authors' make their official submission.

Authors can opt to submit material for publication e-mail at:

[editor@ginekologiaipoloznictwo.com](mailto:editor@ginekologiaipoloznictwo.com)

The e-mail enables attachment of files for transfer of information. It is recommended that the individual parts of the manuscript (eg. text, illustrations, tables, photos, etc.) are sent as separate files appended with the name of the author and the title of the work. To improve data transfer, please compress the files in the formats of \*.rar or \*.zip. The recommended standard size for the text is 12 fonts points. The submitted text should be written in commonly used text processor (eg. doc., docx, xls., xlsx), photos need to be saved separately, signed files to be supplied in \*.jpg format.

Materials on CDs, CD-R or DVD for publication should be sent to the following Correspondence address:

#### EDITORIAL OFFICE:

it Medical Team Sp. z o.o.  
ul. Wita Stwosza 6A / 1, 43-300 Bielsko-Biala  
Phone: 33 499 97 87  
E-mail: [editor@ginekologiaipoloznictwo.com](mailto:editor@ginekologiaipoloznictwo.com)