

# Editorial policy and general information

*Military Pharmacy and Medicine* is an international, peer-reviewed scientific journal that publishes original articles based on their own research, as well as article reviews and case reports in the field of pharmacy and military medicine, and modern solutions in the field of military and civilian healthcare based on the latest national and international achievements.

*Military Pharmacy and Medicine* is a quarterly interdisciplinary journal of the Military Centre of Pharmacy and Medical Technique in Celestynów, Poland published in English on scientific, socio-professional and training issues of Military Pharmacy and Medicine. *Military Pharmacy and Medicine* appears continuously and systematically since 2008.

The *Military Pharmacy and Medicine* editors endorse the principles embodied in the Declaration of Helsinki and expect that all investigations involving humans will have been performed in accordance with these principles. For animal experimentation reported in the journal, it is expected that investigators will have observed 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 studies must have been approved by the investigator's Institutional review board. It is recommended to enclose a copy of that document to a submitted manuscript.

Editors at *Military Pharmacy and Medicine* in the daily practice refer to the guidelines of the Committee on Publications Ethics concerning Code of Conduct and Best Practice Guidelines for Journal Editors (<http://publicationethics.org/resources/guidelines>).

## 1. Review process and submission rules

Editors consider only submissions in English. Manuscripts are evaluated on the basis that they present new insights to the investigated topic, are likely to contribute to a research progress or change in clinical practice or have the desirable teaching/training value. The correctness ensures Editor-in-Chief, Deputy Editor, Section Editors, Statistical Editor, reviewers and Linguistic Editors.

The signature of the corresponding author on the letter of submission signifies that:

- 1) paper is original and created by you (not copied),
- 2) paper has not been published previously or submitted elsewhere for review and a copyright transfer,
- 3) it is understood that all authors listed on a manuscript have agreed to its submission.

Received manuscripts are first examined by the *Military Pharmacy and Medicine* editors due to preparation of the manuscript, photographic documentation, and all authors consent to publication. Manuscripts with insufficient priority for publication are rejected promptly. Incomplete packages or manuscripts not prepared in the advised style will be sent back to authors without scientific review.

The authors are notified with the reference number upon manuscript registration at the Editorial Office. The registered manuscripts are sent to at least two independent experts for scientific evaluation. Competent reviewers designate Editor-in-Chief. Reviewers prepare opinions that contain reasoned recommendations and suggestions of corrections and additions to content and form of the article. In the case of papers written in a foreign language, at least one of the reviewers is affiliated to a foreign institution. Reviewed papers and reviewers did not come from the same institution.

The author and the reviewer are anonymous to each other according to the double-blind review policy.

Rejection requires two negative reviews. Editor-in-Chief reserves the right to refuse to print a paper containing the results of studies in which ethical principles are not respected according to the Declaration of HELSINKI IN 1964, Tokyo in 1975 and the recommendations of the World Health Organization in 1982.

Submitted papers are accepted for publication after two positive opinions from the independent reviewers, who agreed that the paper can be published in its present form. If the reviewers differ in their opinions, or feel that the manuscript should be accepted only after the corrections, editors may make a decision to send the paper to another reviewer in order to settle or return it to the authors for correction.

The final decision on acceptance for publication or rejection belongs to competences of the Editorial Board and is not subject to appeal. Editorial Board decisions do not have to justify. The reviewing process usually takes 3-6 weeks, however Editors cannot guarantee the date of publishing.

*Military Pharmacy and Medicine* publishes an updated list of reviewers on the website, as well as an annual list of reviewers in the last issue of the journal (every year).

## 2. Conflict of interests

Authors should disclose contribution of individual authors to preparation of manuscript (with a list of their affiliations) in detail, i.e. provide information who is the author of concept, premises, methods, protocol etc.

Authors of research articles should disclose at the time of submission any financial arrangement they may have with a company whose product figures prominently in the submitted manuscript or with a company making a competing product. Such information will be held in confidence while the paper is under review and will not influence the editorial decision, but if the article is accepted for publication, the editors will usually discuss with the authors the manner in which such information is to be communicated to the reader.

Because the essence of reviews and editorials is selection and interpretation of the literature, the *Military Pharmacy and Medicine* expects that authors of such articles will not have any financial interest in a company (or its competitor) that makes a product discussed in the article.

*Military Pharmacy and Medicine* policy requires that reviewers, associate editors, editors, and senior editors reveal in a letter to the Editor-in-Chief any relationships that they have that could be construed as causing a conflict of interest with regard to a manuscript under review. The letter should include a statement of any financial relationships with commercial companies involved with a product under study.

## 3. Permissions

Materials taken from other sources must be accompanied by a written statement from both author and publisher giving permission to the *Military Pharmacy and Medicine* for reproduction. Obtain permission in writing from at least one author of papers still in press, unpublished data, and personal communications.

## 4. Patient's confidentiality

Changing the details of patients in order to disguise them is a form of data alteration. However, authors of papers are obliged to ensure patient's privacy rights. Only clinically or scientifically important data are permitted for publishing. Therefore, if it is possible to identify a patient from a case report, illustration or paper, *Military Pharmacy and Medicine* Editors ask for a written consent of the patient or his/her guardian to publish their data, including photograms prior to publication. The description of race, ethnicity or culture of a study subject should occur only when it is believed to be of strong influence on the medical condition in the study. When categorizing by race, ethnicity or culture, the names should be as illustrative as possible and reflect how these groups were assigned.

## 5. Copyright transfer

Upon acceptance, authors transfer copyright to the *Military Pharmacy and Medicine*. Once an article is accepted for publication, the information therein is embargoed from reporting by the media until the mail date of the issue in which the article appears.

Upon acceptance, all published manuscripts become the permanent property of the Military Centre of Pharmacy and Medical Technique in Celestynów, Poland as the Publisher of the *Military Pharmacy and Medicine*, and may not be published elsewhere without written permission from the Military Centre of Pharmacy and Medical Technique in Celestynów, Poland.

The date of acceptance for printing shall be the date of sending the final version of the article. Editorial provides one copy printed article for the correspondence author.

## 6. Disclaimer

Every effort is made by the Publisher and Editorial Board to see that no inaccurate or misleading data, opinion or statement appear in the *Military Pharmacy and Medicine*. However, if they wish to make it clear that the data and opinions appearing in the articles and advertisements herein are the responsibility of the contributor, sponsor or advertiser concerned. Accordingly, the Publisher and the Editorial Board accept no liability whatsoever for the consequences of any such inaccurate or misleading data, opinion or statement. Every effort is made to ensure that drug doses and other quantities are presented accurately. Nevertheless, readers are advised that methods and techniques involving drug usage and other treatments described in this *Military Pharmacy and Medicine*, should only be followed in conjunction with the drug or treatment manufacturer's own published literature in the readers own country.

## 7. Qualification criteria for manuscripts

Editorial Board of *Military Pharmacy and Medicine* takes under consideration for publication original articles in experimental and clinical medicine and related disciplines with the understanding that neither the manuscript nor any part of its essential substance, tables or figures have been published previously in print form or electronically and are not taken under consideration by any other publication or electronic medium. Copies of any closely related manuscripts should be submitted to the Editor along with the manuscript that is to be considered by the *Military Pharmacy and Medicine*. The Editor discourages the submission of more than one article dealing with related aspects of the same study.

Each submission packet should include the statement signed by the first author that the work has not been published previously or submitted elsewhere for review and a copyright transfer.

## 8. Categories of articles

Accepted manuscripts are published in the following journal sections:

- 1) Original articles: reports of previously unpublished results from scientific experiments conducted by the authors in order to confirm or refute a clearly identified hypothesis. Most of the articles published in a given issue will belong to this category.
- 2) Review articles: reports on the current state of knowledge in a given area or field of study, especially current controversies, theoretical and practical approaches to the issues, unresolved problems, etc., with carefully selected references to the literature. Such articles are typically commissioned by the editors of *Military Pharmacy and Medicine*, though an unsolicited review article may be accepted if it is exceptionally interesting and carefully prepared.
- 3) Case Reports: detailed description of the diagnosis and/or treatment of 1-3 individual patients, pharmaceutical and epidemiological research, with particular emphasis on any atypical or difficult aspects of therapy in this particular case that may be of interest to MF&M readers.
- 4) Short Communications: brief descriptions of selected clinical solutions to particular problems; possibly also new discoveries not yet experimentally confirmed.
- 5) Opinion articles: authorial discussions of important issues, controversies, and schools of thought in the area of physiotherapy, epidemiology and pharmacy; also, educational (training) articles.

## 9. Preparation of manuscript

Guidelines for submission in *Military Pharmacy and Medicine* are in accordance with: Uniform Requirements for Manuscripts Submitted to Biomedical Journals (N Eng J Med, 1997; 336: 309-15. [www.acponline.org/journals/resource/unifreq.htm](http://www.acponline.org/journals/resource/unifreq.htm)).

The submitted manuscript should be:

- 1) Original and prepared according to the current spelling and terminology. Sent to editing in electronic form (by e-mail or by regular post on CD/DVD) in one of the following formats: \*.doc, \*.docx, \*.rtf, \*.odt, \*.sxw, \*.sdw.
- 2) The electronic file should require the following format (without spaces between last names):
  - LastNameFirstNameInitial-ArticleTitle i.e. **SmithJ-Recent advances in clinical...**
  - or in case of multi-authorship submission:
  - (FirstAuthor)LastNameFirstNameInitial\_et al-ArticleTitle i.e. **SmithJ\_et al-Recent advances in clinical...**
- 3) The title page should have the following information:
  - Manuscript full title — 12-point typeface, bold;
  - Full names of all authors;
  - Section of medicine/pharmacy related to topic of manuscript;
  - Type of article (original, review, case report etc.);
  - Affiliations of the authors;

- Full name, address, phone number, fax number and e-mail of the corresponding author responsible for manuscript preparation, in the following format:

*Antoni Penc MD PhD, Department of Radiology, University Hospital, Dobra 22, 01-153 Warsaw, POLAND; phone +48 22 778 67 34, fax: +48 22 777 66 71; e-mail: antoni.penc@wp.pl;*

- Summary page — no more than 15 lines, single-space;
  - Key words (5 to 10) or short phrases should be written at the bottom of the page including summary. The use of the items included in Index Medicus (Medical Subject Headings) is required;
  - Source(s) of support in the form of grants (quote the number of the grant) equipment, drugs etc;
  - Statement that neither this manuscript nor one with substantially similar content or research under my (our) authorship has been published or was sent for publication elsewhere;
  - Conflict of interest statement;
  - Statement of authorship — for example *xx was involved in study design and implementation data and manuscript writing, yy assisted in data collection and manuscript writing, zz conducted the data analyses*. All authors approved the final version of the manuscript.
- 4) **Structured abstract (Summary)** — up to 250 words) — consisting of the following sections: Background and study aim, Material and methods, Results, Conclusions:
- Introduction (or Background) — should contain scientific rationale and the aim of the study or (in case of a review) purpose of the article;
  - Material and methods — brief description of the study; in the case of review article — characteristics of the literature; for a case study — a brief description of the patient, the main parameters, etc;
  - Results — concisely and reasonably summarize the findings.
  - Conclusions — the principal conclusions (in Summary: 1-2) drawn by the authors of the presented results. For review papers the above-mentioned structure is not required.
- 5) **TEXT.** The text of the article should be divided into six paragraphs labeled: Introduction (or Background), Material and Methods, Results, Discussion, Conclusions, References. Prior references, if necessary, you can attach Acknowledgements, and at the end of work — Appendix. Each of these sections must be clearly separated with a bold title.
- Where appropriate, depending on the content of the article, you can use a different layout, however, on condition that the structure of work is clear, transparent and consistent. The editors reserve the right to request the author(s) to improve the structure of the manuscript.
- 6) **Background** (Introduction) should give the scientific and/or clinical rationale for researching the given topic, the primary issues and controversies, an explanation of the aim of the study and the primary thesis.
- 7) **Material and Methods** should contain essential information regarding how the experiment or research was conducted, including the essential characteristics of the experimental and control groups (age, gender), inclusion and exclusion criteria, and the randomization and masking (blinding) method used. The protocol of data acquisition, procedures, investigated parameters, methods of measurements and apparatus should be described in sufficient detail to allow other scientists to reproduce the results. In the case of published methods, the names with appropriate references should be given. References and a brief description should be provided for methods that have been published but are not well known, whereas new or substantially modified methods should be described in detail. The rationale for using such new or unknown methods should be discussed, along with a balanced evaluation of these methods, not omitting their limitations. Drugs and other chemicals should be precisely identified, including the generic name, dosage, and route of administration.
- The statistical methods should be described in detail to enable verification of the reported results.
- Information regarding the patients' informed consent should be included in the text of the article (see above: Patient confidentiality). Study subjects should be identified only by arbitrarily assigned initials or numbers. Any information contained in photographs, images, or other illustrations that could serve to reveal the person's identity should be thoroughly camouflaged or concealed. The faces of persons appearing in photographs should be masked or covered with a black band, unless for compelling reasons this is impossible.
- 8) **Results** concisely and reasonably summarize the findings in the form of text, tables and figures arranged in a logical and internally self-consistent manner. The number of tables and figures should be limited to those absolutely needed to confirm or refute the thesis. Data given in graphs and tables should not be automatically repeated in the text. The number of observations should be clearly indicated, as well as exclusions or losses to observation. Any complications that may occur in treatment or examination should be reported.
- 9) **Discussion** should deal only with new and/or important aspects of the results obtained, without repeating in detail data or other material previously presented in Background or Results. The Discussion should focus on the theoretical implications and/or practical consequences of the findings, including suggestions for further research. The Discussion should compare the results of the present study to those obtained by other investigators mentioned in the text.
- 10) **Conclusions** must be linked with the goals of the study. New hypotheses with recommendations for further research should be advanced only when fully warranted and explicitly justified. Include recommendations when appropriate. Unqualified statements and conclusions not supported by the data obtained should be avoided.
- 11) Acknowledgements list all those who have contributed to the research but do not meet the criteria for authorship, such as assistants, technicians, or department heads who provided only general support. Financial and other material support should be disclosed and acknowledged. References, chosen for their importance and accessibility, are numbered consecutively in the order of their occurrence in the text. References first cited in tables or figure legends must be numbered in such a way as to maintain numerical sequence with the references cited in the text. The style of references is that of Index Medicus. When an article has six or fewer authors, all should be listed; when there are seven or more, only the first three are listed, then "et al."
- 12) Original papers and review papers may not exceed the standard typewritten pages 10-20, and case studies — 4 pages, including references, summary, tables and figures.
- Editors may agree to exceed the number of pages in case of: summaries of habilitation dissertation and the habilitation dissertation on degree of doctor of pharmaceutical and medical sciences.
- 13) One page of manuscript should contain 30 lines, with about 60 characters each (approx. 1800 characters per page). The

text must be written in Times New Roman 12-point, double-spaced (except references, tables, captions, etc.), with the left margin, 2.5 cm wide, but without the right margin, or the comment. Do not center the title and heading, do not use tabs and blank lines between paragraphs or calculations. Use **only bold and italic**.

- 14) Type or print out each Tables, Illustrations, Figures, Photographs etc. on a separate sheet of paper. The main text should be noted on the place of insertion of all Tables, Illustrations, Figures, Photographs etc. The number of tables should be reduced to a minimum. Figures (including maps), and photographs are placed in a separate file(s).

If the Figures and Photograph contain text to be translated, the file(s) containing must be editable or author(s) should send them in English language.

Digital photos should have a resolution of 300 dpi in TIFF format. Tables, Illustrations, Figures, Photographs etc. should be numbered and described.

- 15) **References.** In all cases correct punctuation should be used to divide the parts of the reference to the cited position. Because of the possibility of modifications or amendments, references to materials from the Internet should include the file viewing or downloading date. If there are more than three authors, the names of the first three should be listed and then "et al." should be used. Abbreviated titles of journals cited should be consistent with MEDLINE.

#### Papers published in journals:

Avoid using abstracts or review papers as references. Unpublished observations and personal communications cannot be used as references. (If essential, such material may be incorporated in the appropriate place in the text — things, which are being quoted have to be provided with a bibliography with accurate localization, including copyrights.) Examples of such bibliographies are provided below:

3. Pui CH, Behm FG, Raimondi SC et al: Secondary acute myeloid leukemia in children treated for acute lymphoid leukemia. *N Eng J Med*, 1989; 321(3): 136–42.

#### Book chapters:

29. Kowalczyk JR: Cytogenetics of secondary leukemias. In: Becher R, Sandberg AA, Schmidt CG (eds): *Chromosomes in Hematology*. W. Zuckschwerdt Verlag, Munchen, 1986, pp. 125–45.

#### Electronic materials (Internet):

13. Martin JM: A software for the description of workplaces in the PRS system. <http://www.matforsk.no/ola/fisher.htm> (accessed 29.08.2002).

- 16) **Tables and illustrations.** Number tables consecutively in the order of their first citation in the text, and supply a brief title for each. Give each column a short or abbreviated heading. It is recommended to use the simplest possible arrangement of the table, without unnecessary horizontal or vertical rules. Place explanatory matter in footnotes, not in the heading. The footnotes should be numbered separately, starting with 1 for each table. Explain in footnotes all nonstandard abbreviations that are used in each table. Type or print out each table on a separate sheet of paper. Be sure that each table is cited in the text.

Identify statistical measures of variations such as standard deviation and standard error of the mean. If you use data from another published or unpublished source, obtain permission and acknowledge them fully.

- 17) **Figures and photographs** should be professionally drawn and

photographed; freehand or typewritten lettering is unacceptable. Instead of original drawings, x-ray films, and other material, send sharp, glossy, black-and-white photographic prints, usually 127 x 173 mm (5 x 7 in) but no larger than 203 x 254 mm (8 x 10 in). Letters, numbers, and symbols should be clear and even throughout and of sufficient size that when reduced for publication each item will still be legible. Titles and detailed explanations belong in the legends for illustrations, not on the illustrations themselves. Each figure should have a label pasted on its back indicating the number of the figure, author's name, and top of the figure. Do not write on the back of figures or scratch or mar them by using paper clips. Do not bend figures or mount them on cardboard.

Figures should be numbered consecutively according to the order in which they have been first cited in the text. If a figure has been published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material. Permission is required irrespective of authorship or publisher, except for documents in the public domain. Photographs should be color or black & white glossy prints with numbers and descriptions on the back, following the pattern: title, authors, number of the photograph, it's description. All photographs are printed as standard black and white. You can print photos in full color, for an additional fee. Photomicrographs should have internal scale markers. Symbols, arrows, or letters used in photomicrographs should contrast with the background. If photographs of people are used, either the subjects must not be identifiable or their pictures must be accompanied by written permission to use the photograph.

- 18) **Legends for Illustrations.** Type or print out legends for illustrations using double-spacing, starting on a separate page, with Arabic numerals corresponding to the illustrations. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend. Explain the internal scale and identify the method of staining in photographs.

- 19) **Units of Measurement.** Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or liter) or their decimal multiples. Temperatures should be given in degrees Celsius. Blood pressures should be given in millimeters of mercury.

All hematological and clinical chemistry measurements should be reported in the metric system in terms of the International System of Units (SI). Alternative or non-SI units should be added in parenthesis.

- 20) **Abbreviations and Symbols.** Use only standard abbreviations. Avoid abbreviations in the title and abstract. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

## 10. Sending the manuscript to the journal

- 1) Authors are requested to submit the manuscript in electronic form in e-mails: [remirad@o2.pl](mailto:remirad@o2.pl)
- 2) Manuscripts must be accompanied by a covering letter signed by all co-authors. This must include:
  - Information on prior or duplicate publication or submission elsewhere of any part of the work as defined earlier in this document;
  - Disclose contribution of individual authors to preparation of a publication (with a list of their affiliations); editors make an effort to prevent cases of misconduct

- (ghostwriting, guest authorship);
- Statement of financial or other relationships that might lead to a conflict of interest (see below);
  - Statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated earlier in this document have been met, and that each author believes the manuscript represents honest work;
  - The name, email addresses, postal address, and telephone number of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs (if author does not specify a separate mailing address for readers, this address will be printed at the end of the published article as a “contact address”).

The letter should give any additional information that may be helpful to the editor, such as ensuring that the author is able to cover the costs associated with printing color photos.

The manuscript must be accompanied by copies of any permission to reproduce published material, to use illustrations or report information about identifiable people, or to name people for their contributions.

Editors *Military Pharmacy and Medicine* consider the above conditions to be fulfilled if the signature of the first author was made.

## 11. Final remarks

- 1) The editors reserve the right to correction of grammatical, stylistic defects or shortening paper without the agreement with authors;
- 2) The paper does not qualify for the print may be returned at the request of the author;
- 3) Authors, members of the Scientific Board, members of the Editorial Board and reviewers receive one copy of the *Military Pharmacy and Medicine*. A copy in PDF format is allowed.