



Information for Authors

(May 2020)

This document contains technical information for authors, concerning preparation and submission of manuscripts. The whole editorial process is described in *Editorial Policy* (available on journal's website).

Thematic scope

The Journal publishes original contribution in medical physics and biomedical engineering. Practically, scope of most papers fit in one of the following categories:

- **Radiotherapy** (including brachytherapy);
- **Radiology** (X-ray, magnetic resonance and ultrasound imaging);
- **Nuclear medicine** (diagnostics and therapeutic applications);
- **Biosignals**;
- **Biomedical engineering**;
- **Radiation protection**.

Manuscript categories

Contributions will be published in the following categories:

- **Scientific Paper** (original research, with results significant for the scientific world);
- **Review Article** (review of a current state of the research/knowledge on a particular topic, preferably written by the experts in the field);
- **Technical Note** (description of a technique, device, method, computational method, software, solution to a technical problem, results of measurements or calculations obtained with known methods);
- **Letter to the Editor** (comments on papers published in the Journal, or on topics of broad interest to the medical physics/engineering community);
- **Guidelines** and other official publications of the Polish Society of Medical Physics (in Polish or English).

Language

The authors must provide their text in correct English, otherwise it will not be qualified for review and publication. Be sure of the nomenclature, spelling, grammar, punctuation, capitalization etc. Every abbreviation should be defined on its first use. Every effort should be made to avoid jargon, and to spell out all nonstandard abbreviations the first time they are mentioned.

Authorship

The authors submitting papers to the journal should give full consideration to the ethical issues of authorship.

All persons who made significant intellectual contributions to work presented in the manuscript should be included as authors. It is assumed that all authors have read the manuscript, have approved its submission and have accepted responsibility for the content of the manuscript.

The persons who provided assistance, but whose contribution was not judged to be that of a co-author, should be mentioned in the Acknowledgments section with their role explained.

Ethical considerations

The authors should state (in the cover letter) that the manuscript has not been previously published elsewhere, except in abstract form, and that it is not simultaneously under consideration by any other journal. Copies of any published reports that may duplicate material in the submitted manuscript should be sent to the Editor, together with written permissions of author(s) and publisher(s) to use any of their published material (figures, tables or quotations of more than 100 words).

Authors are responsible for the entire content of their manuscript, including text, tables, figures, and references. The publisher, editors, and their respective employees accept no responsibility or liability for any consequences of inaccurate or misleading content of the manuscript.

Manuscripts are accepted for publication with the expectation that the highest ethical standards have been maintained in the process of research and during the preparation and submission of the manuscript. Authors must state all possible conflicts of interest in the manuscript. It is assumed, that authors have received approval of their institution(s) to submit their manuscript for publication. In the case of studies involving the use of human subjects,

animals, or cell lines, the authors should specifically identify (in the Materials and Methods section) the ethical guidelines that have been followed in their research and provide information on ethical approval from an appropriate committee and, in case of human subjects, how consent was obtained from participants.

Cover letter

Cover letter, addressed to the Editor-in-Chief, should include:

- title of the manuscript;
- names of the authors;
- thematic category (e.g. nuclear medicine);
- manuscript category (e.g. technical note);
- short description of the work:
 - background of the study, the aim of the study and its justification;
 - what was done in the study;
 - most important findings and their implications;
- statement that the manuscript has not been previously published elsewhere, except in abstract form, and that it is not simultaneously under consideration by any other journal;
- information on conflicts of interest (if any);
- any other information considered important by authors (e.g. if the manuscript relates to a paper already published in PJMPE, or is an extension or continuation of your previously published work).

Please remember, that your cover letter should encourage the editor enough to read your paper and decide to send it for review. You have to convince the editor, that the readers of the journal would be interested in the work.

The cover letter will not be sent to the reviewers.

Title page

The Title Page should be prepared as rich text format (RTF) or MsWord (DOC, DOCX) file.

It should include:

- full title of the article (up to 200 characters);
- short title (up to 40 characters including spaces);

- the authors' full names (first name, middle initial, surname) and affiliations (including town/city and country);
- name of corresponding author with e-mail address;
- acknowledgments of grant support and of individuals who were of direct help in the preparation of the study.

The title page will not be sent to the reviewers.

The manuscript

The manuscript should be prepared as rich text format (RTF) or MsWord (DOC, DOCX) file. Please use Times New Roman or similar font (size 12 pt), single column, page numbering, continuous line numbers.

Organize the manuscript in the order indicated below.

- full title of the article;
- abstract: no more than 300 words, arranged in sections (e.g. Introduction, Material and methods, Results, Conclusions); references should be avoided in the abstract;
- 3-5 Key Words;
- text arranged within sections and (optionally) one level of subsections (no numbering); the following headings of the sections are recommended: Introduction, Material and Methods, Results, Discussion, Conclusions;
- references.

The following length limits apply for the text of the manuscript (excluding the abstract and references):

- Scientific Paper and Review Article: 10000 words;
- Technical Note: 4000 words;
- Letter to the Editor: 2000 words;

The manuscript will be sent to reviewers, who should not know the identity of the authors. Please do not include identifying information in the manuscript (authors' names, affiliations, acknowledgements, etc.).

Tables

Tables should be included at the end of the text, each table with its caption on separate page. Tables should be editable, not inserted as graphics. Tables should be created with dedicated

tools of word-processing software. Do not use *space* or *tab* keys to create text with a table-like look.

Be sure that all tables are mentioned to in the main body of the text, and numbered according to the order of their first mention in the text. Keep in mind, that tables in published manuscript (font size 8 points) will have to fit within one column (9 cm width) or two columns (19 cm width). If the table will not fit on the page, you may be asked to redesign it.

Figures

Figures should be included at the end of the text, each figure with its caption on separate page. Be sure that all figures are mentioned to in the main body of the text, and numbered according to the order of their first mention in the text.

Additionally, all figures should be also included as separate graphic files. While JPEG format with lossy compression is preferred for photographs, other types of figures (e.g. graphs and charts) should be submitted with no compression or with lossless compression (e.g. as PNG or TIFF). Depending on information content, figures will fill either one or two columns. The figures should be readable when scaled to 9 cm width or - for figures with high information content - 19 cm width. If submitted figures are of poor quality, you may be asked to resubmit them in better quality.

Equations

Equations should be editable, not inserted as graphics. They should be composed with dedicated equation tools available in word-processing software. Be sure that all equations are numbered according to the order of their appearance.

References

References must be in the accessible literature. Private communications can be quoted in the text or acknowledged, but should not be listed in references. Please use AMA (American Medical Association) style for references. In text citations should cite references in consecutive order using Arabic superscript numerals^{1,4-7,12}. Full list of references should be provided at the end of the manuscript. Please include DOI numbers (if available) at the end of each reference.

Example of reference list (AMA style):

1. Klimas A, Grządziel A, Plaza D, et al. EPID – a useful interfraction QC tool. *Polish J Med Phys Eng.* 2019;25(4):221-228. doi:10.2478/pjmpe-2019-0029
2. Vano E, Miller DL, Martin CJ, et al. ICRP Publication 135: Diagnostic Reference Levels in Medical Imaging. *Ann ICRP.* 2017;46(1):1-144. doi:10.1177/0146645317717209
3. Cieszanowski A, Pasicz K, Podgórska J, et al. Reproducibility of intravoxel incoherent motion of liver on a 3.0T scanner: free-breathing and respiratory-triggered sequences acquired with different numbers of excitations. *Polish J Radiol.* 2018;83:e437-e445. doi:10.5114/pjr.2018.79651
4. *Dosimetry in Diagnostic Radiology: An International Code of Practice.* Vienna: International Atomic Energy Agency; 2007.
5. Podgorsak EB. *Compendium to Radiation Physics for Medical Physicists.* 1st ed. Springer-Verlag Berlin Heidelberg; 2014.
6. Maciak M, Golnik N, Dworecki K, Domański S, Tulik P, Araszkievicz A. Passive multi-layer neutron spectrometer for neutron radiation dosimetry. In: Romaniuk RS, ed. *Photonics Applications in Astronomy, Communications, Industry, and High-Energy Physics Experiments 2015.* Vol 9662. SPIE; 2015:657-668. doi:10.1117/12.2202441

Submission

Please submit your manuscripts to Polish Journal of Medical Physics and Engineering via email to: editor@pjmpe.edu.pl. Please remember, that your submission should include several files:

- cover letter (in separate file);
- title page (in separate file);
- manuscript (anonimized, in separate file);
- figures (as separate graphic files).

Submission of revised version of the manuscript

If the Editor decides, that your manuscript requires revision, please submit revised version of your manuscript to the Editor. Please include a point-by-point response to all comments of the Editor and reviewers, and highlight the text where the revisions were made.