

Editorial policy and ethical considerations of “Standardy Medyczne Pediatria”, in compliance with *Publication Ethics and Malpractice Statement* requirements

1. Editorial team of “Standardy Medyczne Pediatria”

- **Editor in chief:** prof. dr hab. n. med. Piotr Socha (p.socha@ipczd.pl) – Department of Gastroenterology, Hepatology, Nutritional Disorders and Pediatrics, Children's Memorial Health Institute, Warsaw, Poland;
- **Deputy editor in chief:** lek. Łukasz Obrycki (l.obrycki@ipczd.pl) – Department of Nephrology, Kidney Transplantation and Hypertension, Children's Memorial Health Institute, Warsaw, Poland;
- **Scientific coordinator:** prof. dr hab. n. med. Mieczysław Litwin (m.litwin@ipczd.pl) – Department of Nephrology, Kidney Transplantation and Hypertension, Children's Memorial Health Institute, Warsaw, Poland;
- **Editor:** lek. Jędrzej Sarnecki (jedrzej.sarnecki@standardy.pl) – Department of Diagnostic Imaging, Children's Memorial Health Institute, Warsaw, Poland;
- **Journal secretary:** Jacek Kuczyński (jkuczynski@standardy.pl);
- **Language editor:** Katarzyna Sosnowicz (katarzyna.sosnowicz@standardy.pl).

2. The journal's owner and publisher

Publishing house Media-Press sp. z o.o. (address: ul. Powstańców Śląskich 26a, Warsaw 01-381, Poland) is the owner of “Standardy Medyczne Pediatria”. The publisher's details and contact information are available at www.standardy.pl under the “Contact” link and in the webpage's footer.

3. The journal's title

The journal's main title is „Standardy Medyczne” with an additional suffix describing the thematic scope. Our journals:

- „Standardy Medyczne Pediatria”;
- „Standardy Medyczne Problemy Chirurgii Dziecięcej”;
- „Standardy Medyczne Profilaktyka Zdrowotna”.

The journal's title is “Standardy Medyczne Pediatria”.

4. Website

The publisher did its utmost to ensure that all the information at www.standardy.pl is thoroughly prepared in accordance to the available knowledge and that it meets substantive and ethical standards.

5. Publication frequency.

“Standardy Medyczne Pediatria” is a bimonthly journal. There are 6 issues published a year. The editorial team does its best to ensure that the issues are published on appropriate and predictable dates.

6. Authors' responsibility

- Publication in the journal is charge free.
- Authors are obliged to participate in the editing process, including correction of factual errors found during the review and stylistic corrections suggested by a proofreader (details are described in the publication and review guidelines).
- Authors are obliged to submit a declaration, stating that:
 - the paper has not been previously published with the exception of publication of practice guidelines prepared by scientific societies and expert groups;
 - all the authors accepted the final version of the paper and agree to its publication;

- there are no conflicts of interests, either financial or in relation to people and/or organizations; otherwise all conflicts of interests must be stated with information on whom and in what way they concern;
- the study and/or the paper's preparation was not financed; otherwise any funding must be detailed;

Authors' declaration template is publicly available on the journal's website.

7. Review process

Review process is described in the review process rules section below.

8. Ethical considerations

- Authors of original papers declare that the work described has been carried out in accordance with The Code of Ethics of the World Medical Association (Declaration of Helsinki) and that the studies were approved by a bioethical committee and were conducted with respect to the local law. If the editor or the reviewer of paper have doubts regarding the ethical aspects of the work, they may request a copy of the bioethical committee approval.
- Patient's confidentiality: Changing patient's biographical data in order to preserve his anonymity is considered a change of original data and should be avoided. However, authors of clinical papers are obliged to protect the patients' rights to privacy. Only clinically or scientifically relevant data should be included. Therefore, if patient's identity can be deduced from the information included in the paper the authors are obliged to get a written permission for their use (this relates also to photography and radiological images) from the individual concerned or his/her legal guardian. Details concerning race, ethnicity, cultural background or religion of any participants of a study should only be included if the author considers them relevant to disease's course or treatment.
- Information regarding writing, correction and acceptance process of a submitted manuscript are included in the publication and review guidelines.
- The publisher and the editorial team do their best to ensure that no vague or misleading data, opinions or declarations are included in the journal. Nonetheless the information included in the papers is chosen by the authors. Neither authors nor the publisher are responsible for the content of advertisements present in the journal.
- The publisher, the editorial team and the authors make every effort to ensure that drug names, doses and other information are presented accurately. Nevertheless, considering human fallibility, continuous changes in medical knowledge and unceasing flow of new data, neither the editors nor the authors can guarantee that the information in journal is comprehensive and precise enough. Therefore, neither the editorial team nor the authors can be held responsible for the consequences of using the information included in the journal. We encourage all readers to compare data from the journal to information from other sources, especially to those provided by drug manufacturers. This is especially important for new or rarely used products.

9. Copyrights and access to papers

- Information regarding copyrights and licenses are available at www.standardy.pl
- The journal is distributed to paying subscribers. Besides, the journal's content is available at the journal's website for a fee (new papers) or free of charge (older content).

10. Archiving of submitted manuscripts

If the journal were to close all its content will be archived on the servers of the publishing house Media-Pres sp. z o.o. All published papers are available as digital copies in reading rooms of Polish National Library.

Publication guidelines

1. „Standardy Medyczne Pediatria” publish the following types of manuscripts:

- papers presenting recommendations of scientific societies or expert groups;
- original papers describing the results of clinical/scientific studies, preferably full or preliminary results of studies funded by institutional, national, statutory etc. grants;
- review articles;
- meta-analyses and systemic reviews;
- scientific reports;
- case studies.

2. Scope of the journal

“Standardy Medyczne Pediatria” publish papers in the field of pediatrics (including subspecialties), clinical psychology, public health management, law, medical ethics etc. Original papers help develop and widen medical knowledge. The journal is directed to pediatricians working in hospitals of any referral level, GPs, neonatologists, physicians of other, related specialties and to medical students

3. Formal and legal requirements

Submission of a manuscript is tantamount to a declaration that:

- the paper has not been previously published;
- all the authors accepted the final version of the manuscript and agree to its publication in “Standardy Medyczne Pediatria” and at the journal’s website;
- the work described has been carried out in accordance with The Code of Ethics of the World Medical Association (Declaration of Helsinki) and that the study was approved by a bioethical committee and was conducted with respect to the local law.

Authors presenting materials from other papers should get a permission for their use from the papers’ authors and publishers (the editorial team is not responsible for the use of materials without permission).

If the work was financed or cofinanced it should be clearly stated together with information on the source of funding (clinical trial, statutory, institutional, national or other grants).

Submitted manuscripts are anonymized and submitted to at least two reviewers.

The editorial team has a right to publish a comment to a paper.

4. Manuscript preparation

- Manuscripts are accepted in text files in „.doc” format (compatible with WinWord).
- Manuscripts submitted as PDF files are not accepted.
- The length of a manuscript should not exceed 12 pages. In some cases, the editorial team can make an exception and accept longer manuscripts.
- The manuscripts should be in A4 format with double interline space and 2,5 cm margins on both sides.
- The pages should be numbered, beginning with the title page.
- Suggested highlighted words or sentences should be marked in bold.
- Generally used medical abbreviations are accepted. They should be explained the first time they appear in the main text.
- References, figures and tables – see below.

5. Layout

Manuscript should contain the following sections:

- title page;
- abstract and key words in Polish and English;

- main arguments of the paper;
- main text;
- compendium;
- acknowledgements;
- references;
- description of tables and figures;
- figures, photos and tables.

6. Title page

The following items should be written on the first page of the manuscript:

- title of the paper, both in Polish and in English;
- full names of all the authors together with their academic titles, a number denoting their affiliation and a letter denoting the person's contribution to the preparation of the manuscript (see the authorship section);
- names of organization with which the authors are affiliated marked with consecutive numbers;
- the corresponding author's address and, obligatorily, e-mail address;
- information regarding external funding if present.

7. Authorship

In case of manuscripts prepared by more than one person, the order of authors should reflect their engagement and responsibility for the paper's preparation. On the title page next to each authors' name there should be a letter denoting his or her contribution according to the following categories:

- A. study design;
- B. data collection;
- C. data analysis and interpretation;
- D. statistical analysis;
- E. manuscript preparation;
- F. review of the manuscript;
- G. verification of the final version of the paper;
- H. other – please specify.

8. Abstract

Abstract of the paper, both in Polish and in English should be placed on the second page. They should include a concise description of the papers subject. In original papers a division into the following sections should be used: objectives, materials and methods, results and conclusions. The abstract should not exceed 250 words (original papers) or 150 words (review articles).

9. Key words

Key words should be placed below the abstract, both in Polish and in English. There should be 3 to 5 key words chosen using Medical Subject Headings Index Medicus (available at <http://www.nlm.nih.gov/mesh/meshhome.html>). The editorial team retains the right to choose the key words on its own.

10. Main text

Original papers should be divided into the following sections: objectives, materials and methods, results and conclusions.

Review articles and case studies can have different types of sections and subsections.

11. Acknowledgements

Acknowledgements are accepted and should be placed below the main body of the paper. Only people who helped conduct the study should be acknowledged.

12. References

- References should be numbered consecutively in the order of their occurrence in the text. They should be placed at the end of the manuscript.
- The references in the text should be marked using numbers in upper index.
- The number of references should not exceed 30 (original papers and review articles) or 10 (case studies). In some instances, more references may be accepted.
- It is recommended to refer only to papers meeting the requirements of Evidence Based Medicine.
- Papers from journal should be referred to in the following manner: authors (when there are three or fewer, all should be listed; when there are more than three authors, only the first three should be listed, then "et al." should be added), the paper's title, the title of the journal (abbreviated according to Index Medicus), publication year, volume number and pages range.
Example: Bassotti G, Sietchiping-Nzepa F, de Roberto G i wsp. Psuedo-pseudo-obstruction. *Eur J Gastroenterol Hepatol* 2004;16:1039-1041.
- Chapters from book should be referred to in the following manner: author of the chapter, title of the chapter, followed by „W:” author (editor) of the book, title of the book, publication place, name of the publishing house, publication year, pages range.
Example: Cook HW. *Fatty acid desaturation and chain elongation in eucaryotes*. W: Vance DE, Vance J (red.). *Biochemistry of lipids, lipoproteins and membranes*. Amsterdam, Elsevier Science Publishers B. V. 1991;141-168.

13. Figures and tables

- Graphics and illustrations should be provided in separate files with a resolution of 300 dpi in one of the following file formats: jpeg, bmp, tiff, eps; tables should be provided in separate “.doc” or “.xls” files. Low quality of graphical material can lead to their rejection!
- Placement of the figures and tables should be marked in the main text of the manuscript. Figures and tables should be numbered. Their descriptions should be placed on a separate page of the manuscript.
- The publisher retains the right to create and correct graphs based on the provided data.

14. Manuscript submission

We encourage papers submissions. Manuscripts prepared following the rules stated above can be send

- by e-mail to standardy@standardy.pl
- on a CD/DVD-ROM to „Standardy Medyczne Pediatria”, ul. Powstańców Śląskich 26a, 01-381 Warszawa.

15. Copyright transfer

- Upon acceptance of a manuscript for publication the authors transfer copyright to the publisher Media-Press sp. z o.o.
- Once an article is accepted for publication, the information it contains cannot be revealed. The exception to the rule is a publication of the paper online with DOI (with the author's permission).
- Upon acceptance all published manuscripts become the permanent property of Media-Press sp. z o.o., the publisher of “Standardy Medyczne Pediatria” and may not be published elsewhere without written permission from the publisher.

Submitted papers are not returned.

Review procedure

- Submitted manuscripts are initially assessed by the journal's editors.
- Manuscripts not fulfilling the formal or legal criteria or without satisfactory content are immediately rejected.

- Preliminarily accepted manuscripts are then reviewed by two independent reviewers from other than the authors institutions.
- The authors of the manuscript and the reviewers do not know their identities (*double-blind review process*).
- In other cases, the reviewer declares lack of conflict of interests. Conflict of interest is regarded as having any personal relations with the author (especially family relationship up to second-degree, marriage), professional relations or direct scientific collaboration during 2 years prior to the review.
- The written review contains a direct conclusion: acceptance of the paper, conditional acceptance of the paper with stated conditions that have to be met prior to the paper's publication or rejection.
- The editorial team is obliged to publish the list of reviewers at the journal's website, at least once a year.
- Review form is available as.doc and as .pdf file.

Author's declaration

1. I declare that the manuscript has not been previously published or submitted to a different journal.
2. I confirm that all authors have approved the final version of the manuscript and agree to its publication in "Standardy Medyczne Pediatria" and at the journal's website.
3. Please select one:
 - I declare that there are no potential conflicts of interests, either financial or in relation to people or organizations.
 - I declare that there are potential conflicts of interests in relation to:
4. The study described in the paper or the article preparation:
 - was not financed
 - was part of a clinical trial
 - was funded by a statutory grant
 - was funded by an institutional grant
 - was funded by a ministerial grant
 - other

For authors of original papers only:

5. I declare that the study was conducted respect the patients' right and in accordance to principles embodied in the Helsinki Declaration.
6. I declare that the study was conducted with a permission from a bioethical committee (please state the permission number and date below) and with respect to local law.
.....

Date Signature