



# Editorial Policy

## General information, rules for review and acceptance of manuscripts, instruction for authors

### GENERAL INFORMATION

The Journal of Orthopaedics, Trauma Surgery and Related Research medical project is the official, quarterly review of:

- The Section of Osteosynthesis of Polish Orthopaedics and Traumatology Society;
- The Section Of Oncology Of Polish Orthopaedics And Traumatology Society
- The Section Of Rheumorthopaedics Of Polish Orthopaedics And Traumatology Society
- The Section Of Bone And Joint Metabolic Diseases Of Polish Orthopaedics And Traumatology Society
- The Section Of Locomotor System Diagnostics Of Polish Orthopaedics And Traumatology Society
- The Polish Physiotherapy Society

publishes original papers (experimental, clinical, laboratory), review articles and case reports with orthopedics, traumatology, sport medicine, emergency medicine and rehabilitation for patient with orthopedics and traumatological disorders. It publishes also letters to the Editor, reports and material from congresses, book reviews and announcements about planned scientific events.

The Journal of Orthopaedics, Trauma Surgery and Related Research medical project is published four times a year, and is also available in electronic form at [www.jotsrr.com](http://www.jotsrr.com) and [www.medicalproject.com.pl](http://www.medicalproject.com.pl). The Journal of Orthopaedics, Trauma Surgery and Related Research medical project is internationally indexed Index Copernicus.

The editors accept articles in Polish/English or English with summaries and key words in three languages.

Editorial Policy The Journal of Orthopaedics, Trauma Surgery and Related Research medical project editors endorse the general rules of 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 investigators Institutional review board. A copy of the relevant documentation should be included with manuscript.

### REVIEW PROCESS

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 in thinking about a disease. The signature of the corresponding author on the letter of submission signifies that these conditions have been fulfilled.

Received manuscripts are first examined by the editors. Incomplete packages or manuscripts not prepared in the advised style will be sent back to authors without scientific review. It can cause to prolong term of acceptance a paper to publishing.

The authors are notified with the reference number upon manuscript registration at the Editorial Office. The registered manuscripts are sent to independent experts for scientific evaluation. Submitted papers are accepted for publication after a positive opinion of the independent reviewers. Manuscripts that are incomplete or not prepa-

red in accordance with the Instructions for Authors will also be returned, though in such case they may be resubmitted when corrected.

The registered manuscripts are sent to two qualified reviewers for scientific evaluation. The evaluation process should not take longer than 6 weeks, but the editors cannot guarantee an editorial decision within any established deadline.

Manuscripts are accepted unconditionally if both reviewers agree that the work can be published in its present form. If the reviewers disagree or feel that the manuscript should be accepted subject to specific corrections, the editors may decide to send the work to another reviewer or return it to the author for correction. The ultimate decision to accept for publication, accept subject to correction, or reject a work is the prerogative of the editors and cannot be appealed. The editors are not obliged to justify their decision.

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

- the submitted manuscript is the authors' own work;
- the research results have not been published or submitted for publication elsewhere;
- all the authors named on the title page have consented to the submission of this work for publication in The Journal of Orthopaedics, Trauma Surgery and Related Research medical Project.

Once the manuscript has been registered at the Editorial Office, the first author is notified by e-mail giving the reference number for future correspondence.

**All correspondence with the authors is conducted exclusively by e-mail, the first author's e-mail address is absolutely necessary.**

### CONFLICT OF INTERESTS

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. 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 Journal 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. Journal policy requires that reviewers and 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.

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Changing the details of patients in order to disguise them is a form of data alteration. However authors of clinical papers are obliged to ensure patients 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, The Journal of Orthopaedics, Trauma Surgery and Related Research medical project Editors ask for a written consent of the patient 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.

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The editors advise all readers to apply methods and techniques involving drug usage and other treatment procedures described in The Journal of Orthopaedics, Trauma Surgery and Related Research medical project in compliance with the recommendations and instructions of the drug or equipment manufacturer as published in the reader's own country.

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### CATEGORIES OF ARTICLES

Manuscripts submitted for possible publication should be clearly identified as being intended for publication in one of the following categories:

• **Original articles:** reports of previously unpublished results from scientific experiments conducted by the authors in order to confirm or refute a clearly identified hypothesis. A maximum of 3000 words and 30 references is suggested.

• **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. A maximum of 4000 words and 100 references is suggested.

• **Case studies:** detailed description of the diagnosis and/or treatment of 1-3 individual patients, with particular emphasis on any atypical or difficult aspects of therapy. A maximum of 1000 words and 10 references is suggested.

• **Short reports:** brief descriptions of selected clinical solutions to particular problems; possibly also new discoveries not yet experimentally confirmed. A maximum of 1000 words and 15 references is suggested.

• **Opinion articles:** authorial discussions of important issues, controversies, and schools of thought in the area of orthopedic, traumatology and rehabilitation; also, educational (training) articles. Material published in journal in the last 6 months. Letter should contain about 500 words and will be published without the summary.

#### INSTRUCTIONS FOR AUTHORS

The following instructions are in general compliance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (N Eng J Med 1997;336:309-15; www.acponline.org/journals/resource/unifreq.htm).

Manuscripts should be submitted in two identical copies, with a cover letter including all authors' consent for publication of results of their studies and a statement that the paper has not been hitherto published entirely in another medical journal. Manuscripts should be typed on A4 page format, doublespaced, using a 12-point type (e.g. Arial or Times New Roman). The left margin should be 4 cm, all others - 2.5 cm (except the first page).

#### TITLE PAGE

On top of the first page please leave 10 cm free space for technical-editorial annotations. The first page should contain the following items:

- Full title of paper (in Polish and English or English);
- Full first and last names of author(s); Full name of the institution the author(s) is affiliated to;
- Full name of the institution the author(s) is affiliated to (in Polish and English or English);
- full names of the authors' superior (heads of the departments) and their permission for publication,
- the first author's full name, address, telephone and/or fax number, and e-mail address if available, for purposes of correspondence
- the sources of any material or financial support, in the form of grants, subventions etc.
- 3-6 key words in both Polish and English or only English, selected in accordance with the MeSH system as used in the Index Medicus (MEDLINE)

#### ABSTRACTS

Provide on a separate page an abstract of not more than 300 words. Articles containing original data should include a structured abstract with the following four paragraphs, labeled: Background, Methods, Results and Conclusions. The abstract should be followed by a list of 3-10 keywords or short phrases. When possible, the terms used should be from the Medical Subject Headings list of the Index Medicus

The preceding structure does not apply in detail to review or opinion articles.

#### STRUCTURE OF THE TEXT

Each original paper ought to be structured into the following sections:

- a. **Background (introduction)**-a short preface introducing discussed issue on the basis of the present state of knowledge,
- b. **Material and Methods**-methods and clinical or experimental material being the subject of the publication,
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- e. **Conclusions**- short roundup paragraph,
- f. **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. Finan-

cial and other material support should be disclosed and acknowledged.

- g. **References** - must be double-spaced and numbered consecutively as they are cited.

Clinical investigations presenting any risk for the patient as well as experimental studies on animals must obtain the approval of the local ethics committee. Authors of the articles on clinical research operating with numerical sets of data must include the time period (month, year) being the basis of the analysis and specify organisational units from which the material was obtained. In the case of investigations supervised partly by the previous head of the department, this fact should be clearly indicated in the text.

The authors are requested to use recognised Polish and English terminology while preparing the manuscript. The Editor will not take under consideration those papers which do not conform to the recommendations discussed. Editorial board reserves the right to introduce corrections in terminology or style, to reduce the size of the paper as well as to remove redundant figures and graphs without author's permission

#### REFERENCES

A list of references will contain the sources as cited in the text. Periodicals ought to be written in italics, without full stops. Year of publication will be followed by a semicolon, volume - by a colon and page number - by a full stop. The following are sample references:

- article in a periodical: the names of the first three authors are given, while „et al.” stands for the remaining authors: Parkin D, Clayton P, Black RF et al.: Childhood leukaemia in Europe after Chernobyl. Br J Cancer 1996; 73: 1006-12.
- organisation as an author: The Cardiac Society of Australia and New Zealand. Clinical exercise stressing Safety and performance guidelines. Med J Austr 1996; 164: 2832-34
- without the name of the author: Cancer in South Africa [preliminary paper]. S Afr Med J 1994;84:15.
- publication without the editor: Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed., Albany: Delmar Publishers; 1996.
- fragment of a monograph: Philips SJ, Whisnant JP: Hypertension and stroke. In: Laragh JH, Brenner BM, (ed.) Hypertension: pathophysiology, diagnosis and management. 2nd ed. New York: Raven Press; 1995, pp. 465-78.
- conference materials: Bengtsson S, Solheim BG: Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Rienhoff O, (ed.). MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 6 - 10 Sept. 1992; Geneva, Switzerland and Amsterdam: North-Holland; 1992, pp. 1561-65.
- dissertation: Kaplan SJ: Post-hospital home health care: the elderly's access and utilization [dissertation]. St. Louis: Washington Univ. 1995.
- in the press: Leshner AI: Molecular mechanisms of cocaine addiction. N Eng J Med. In the press 1997.
- Article in electronic form Drayer DE, Koffler D. Factors in the emergence of infectious diseases. Emerg Infect Dis [serial online] 1995 Jan-Mar [cited 1996 Jun 5];1(1):[24 screens]. Available from: URL:http://www.cdc.gov/ncidod/EID/eid.htm

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Tables should be numbered with Arabic numerals in the order consistent with their appearance in the text, submitted on separate pages with description above the table. Figures and illustrations should also be numbered with

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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 a manner consistent with the International System of Units (SI). Alternative or non-SI units should be added in parentheses.

#### ABBREVIATIONS AND SYMBOLS

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