



## INFORMATION FOR AUTHORS

(ver. 2021-09-23)

This document contains technical information for authors, concerning the preparation and submission of manuscripts.

### Submission

All submissions to the Polish Journal of Medical Physics and Engineering should be made using Editorial System. The system is available at <https://www.editorialsystem.com/pjmpe/>.

### Article processing charge

Article processing charge (publication fee) applies to all manuscripts submitted after 31 October 2021. The payment is made after the acceptance of the article. The publication fee is:

- 0 EUR, if the first author or the corresponding author is a member of the Polish Society of Medical Physics or a member of the Editorial Board;
- 0 EUR for invited articles;
- 150 EUR in other cases.

The fee does not apply to manuscripts submitted before the end of October 2021.

### Basic information

The full title of the manuscript can be up to 200 characters long. A short title is also required, up to 40 characters (including spaces). The short title will be used in the published paper as a running title (at the top of each page).

Following manuscript types can be accepted:

- **Scientific Paper**
  - original research, with results significant for the scientific world;
  - structured abstract required (no more than 300 words, arranged in sections);
  - length limit: 10000 words (excluding the abstract and references);
- **Review Article**
  - review of a current state of the research/knowledge on a particular topic, preferably written by the experts in the field;
  - abstract required (no more than 300 words, not arranged in sections);

- length limit: 10000 words (excluding the abstract and references);
- **Technical Note**
  - description of a technique, device, method, computational method, software, a solution to a technical problem, results of measurements or calculations obtained with known methods;
  - structured abstract required (no more than 300 words, arranged in sections);
  - length limit: 4000 words (excluding the abstract and references);
- **Letter to the Editor**
  - comments on papers published in the Journal, or on topics of broad interest to the medical physics/engineering community;
  - no abstract;
  - length limit: 2000 words;
- Official publications (e.g. guidelines) of the Polish Society of Medical Physics (in Polish or English).

## **Authorship**

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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 the work presented in the manuscript should be included as authors. During submission, you will be asked to specify the contribution of each author (one or more of: research concept and design, collection and/or assembly of data, data analysis and interpretation, writing the article, critical revision of the article, final approval of the article).

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 with their role explained.

## **Cover letter and author's statements**

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Text of cover letter should be placed in the appropriate text field in the submission system (not attached as a separate file). The cover letter should include:

- 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;
- information on conflicts of interest (if any);
- acknowledgments of grant support and of individuals who were of direct help in the preparation of the study (if any);
- information on any previous presentation of the material (e.g. at a conference, as a self-archived preprint on a non-commercial website, etc.);
- 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 work published elsewhere, etc).

Please remember, that your cover letter should encourage the editor enough to read your paper and decide to send it for review. The cover letter itself will not be sent to the reviewers.

In the cover letter, authors do not need to make statements about the originality of the work, etc. All necessary statements are made by selecting checkboxes in the submission system.

### Keywords and topics

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The manuscript should be assigned to one or more of the following subject categories:

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

Additionally, authors should provide 3-5 keywords, which are intended to help indexing services and search engines.

### Suggested reviewers

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Authors can suggest proposed reviewers. Authors can also provide information on the opposed reviewers, e.g. someone who may have a conflict of interest. Suggesting proposed/opposed reviewers is not obligatory. Editors may choose other reviewers than suggested.

## Manuscript body

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The manuscript should be prepared as DOC or DOCX file. Keep the layout of the text simple. Please use Times New Roman or similar font (size 12 pt), single column, numbered pages. Line numbers will be inserted automatically by the system during the creation of the PDF file.

Organize the manuscript in the order indicated below:

- full title and short title of the article;
- 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 manuscript body 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, acknowledgments, etc.).

## Tables

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Tables should be included at the end of the manuscript body, each table with its caption on a separate page. There is no need to send them in separate files. 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 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 the 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

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Figures should be included at the end of the text, each figure with its caption on a separate page (do not put the caption on the figure itself). Be sure that all figures are mentioned 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. Use a logical naming convention for the files (e.g. fig1.tiff, fig2.tiff...). 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). Graphs and charts should be directly exported from the graphics/graphing software (not created as screenshots).

Do not submit files that are too low in resolution (not readable) or disproportionately large. 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

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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

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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.<sup>1,4-7,12</sup> 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. We encourage authors to use citation manager software (e.g. EndNote, Zotero, Mendeley...), which will help in the proper formatting of the references.

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. <https://doi.org/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. <https://doi.org/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. <https://doi.org/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. <https://doi.org/10.1117/12.2202441>

## **Ethical considerations**

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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. It is assumed, that authors have received the 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.

## **Language**

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The authors must submit their text written 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.

## **After submission**

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After the submission is made, the Editor (either the Editor-in-Chief or one of the Associate Editors) takes care of it. Authors are informed about the advancement of the editorial process with e-mail messages. If the Editor decides, that your manuscript requires revision, you will be asked to include a point-by-point response to all comments of the Editor and reviewers. If the manuscript reaches the *initial accept* stage, you will be asked to sign the *Publication Agreement*. This document will be sent to you through Editorial System (the document is also available on Journals' website for reference).