



INFORMATION FOR AUTHORS

(ver. 2025-02-12)

This document contains technical information for authors concerning the preparation and submission of manuscripts. For other information on the journal and the editorial process, please consult other documents on the journal's website (e.g., *About the Journal*, *Editorial Policy*).

Editorial System

All submissions to the Polish Journal of Medical Physics and Engineering (PJMPE) should be made using Editorial System. The system is available at <https://www.editorialsystem.com/pjmpe/>. New users of the system can create an account or sign in with ORCID iD. User accounts can be merged with ORCID iD.

Article publication fee

Authors are not charged for article processing (submission, review process, etc.). Once an article is initially accepted for publication, a publication fee is required. The publication fee is:

- 250 EUR for authors from outside Poland
(for manuscripts submitted from March 1, 2025);
- 150 EUR for authors from outside Poland
(for manuscripts submitted by February 28, 2025);
- 750 PLN for authors from Poland.

The fee does not apply to manuscripts, which are not accepted for publication.

Selected manuscripts are exempt from the fee. The fee is 0 (none) in the following cases:

- first author or the corresponding author is a member of the Polish Society of Medical Physics (please provide this information in the cover letter);
- first author or the corresponding author is a member of the Editorial Board of PJMPE;
- invited article.

Other than the above, we do not offer fee waivers.

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 PJMPE, 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

The authors submitting manuscripts 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, authors 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 manuscript's content. 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

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 necessary 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 the cover letter should encourage the Editor enough to read the manuscript and decide to send it for review. The cover letter itself will not be sent to the reviewers.

If the first author or the corresponding author is a member of the Polish Society of Medical Physics, this information can be given in the cover letter.

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

Keywords and topics

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** (in medicine).

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

Suggested reviewers

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

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. Therefore, please do not include identifying information in the manuscript body file (authors' names, affiliations, acknowledgments, etc.). If the institution's name is mentioned in the text, it can be temporarily replaced with "the institute" for anonymization purposes (a de-anonymized version can be uploaded after the initial acceptance of the manuscript).

Tables

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 tables 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, or place contents of several cells in one cell.

Be sure that all tables are mentioned in the main body of the text. The tables should be 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 does not fit on the page, authors may be asked to redesign it.

Figures

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. The figures should be numbered according to the order of their first mention in the text.

Additionally, each figure should also be uploaded to the system as a separate graphic file. Use a logical naming convention for the files (e.g. fig1.tiff, fig2.tiff...). JPEG format with lossy compression is preferred for photographs. Other figures (e.g. graphs and charts) should be submitted with lossless compression or no compression (e.g., 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, authors may be asked to resubmit them in better quality.

Equations

Equations should be editable, not inserted as graphics. Instead, 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 and in-text citations. We encourage authors to use citation manager software (e.g., EndNote, Zotero, Mendeley), which will help properly format the references.

Basic rules for in-text citations:

- References should be numbered using Arabic superscript numerals,¹ in the order of their first in-text citation (not alphabetically).² If a reference is cited several times in one paper, use the same number for the same reference.¹
- If citing more than one reference at the same point, separate the numbers with commas (no spaces between numbers). Use hyphens to join the first and last numbers of a closed series.^{1,4-8}
- Citation number may immediately follow the author's name, if the name appears in the sentence. Otherwise, the citation number should appear at the end of the sentence, following the period.

Examples of proper and improper in-text citations are given in the table below.

Example of <u>improper</u> in-text citation	Example of <u>proper</u> in-text citation
Several methods are available. ^{1, 2, 3, 4, 5, 6, 12}	Several methods are available. ^{1-6,12}
In ² , a new method was presented.	Smith et al. ² presented a new method. In the IAEA guidelines ² a new method was presented. Smith et al. presented a new method. ² A new method has been presented. ²
In the report, it was suggested that the range should be equal to 2 cm ³ .	In the report ³ , it was suggested that the range should be equal to 2 cm. In the report, it was suggested, that the range should be equal to 2 cm. ³

A complete list of references should be provided at the end of the manuscript. Please include DOI numbers (if available) at the end of each reference. DOI numbers can be automatically

added to the list using Crossref's Simple Text Query tool (available at <https://apps.crossref.org/SimpleTextQuery>).

Example of a reference list:

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, Araszkiewicz 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

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 manuscripts 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

The authors must submit their text written in correct English. Otherwise, it will not be qualified for review and publication. Authors may be asked to provide a certification that the text has been proofread for appropriate English language usage, grammar, and spelling.

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

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 the manuscript requires revision, authors will be asked to include a point-by-point response to all comments of the Editor and reviewers.

After acceptance

If the manuscript reaches the *initial accept* stage, authors will be asked to sign the *Publication Agreement*. This document will be sent to authors through Editorial System (the document is also available on journals' website for reference). The authors will be also asked to pay the article publication fee (if applicable). At that stage, authors can also upload a final, de-anonymized version of the manuscript. After all of this is completed, manuscript will be finally accepted for publication.