

# Regulations on the papers accepted to “Archives of Psychiatry and Psychotherapy”

## INFORMATION FOR AUTHORS

Archives of Psychiatry and Psychotherapy accept experimental, clinical, theoretical papers, case reports and studies, which have not been published previously in other publications or considered for publication elsewhere, as well as invited papers. The editors accept also a) letters to the editor, concerning the articles printed in the journal as well as letters on important issues connected with the theme of the journal and, b) book reviews.

The papers should be submitted in 3 copies, printed one sided on the A4 paper size along with the file on a cd-r, dvd, other storage device or sent by e-mail. The submitted paper written in English should not exceed 15 standard pages (1800 signs per page, spacing included), including illustrations and tables.

The first page should contain: the title (very brief, if necessary a subtitle may be used), name(s) of the author(s), their affiliation(s), key words (3-5) and summary up to 100 words. The length of the letters to the editor should not exceed 5 pages of normalised text, whilst the book reviews should not exceed 2 pages. The paper should contain a short introduction, subject or material and methods, results, discussion, conclusions and references (not necessary in case reports). The address of the author to whom correspondence should be sent, telephone and fax number, (and e-mail address, if possible) should be given at the end of the paper. The authors are obliged to mention if they have been aided by any grant in their research. The information on this should be placed in the footnote on the first page of the paper.

The papers will be reviewed by at least two reviewers. Reviews will be sent to the author

nominated for correspondence. The corrected paper should be sent back to the editor (for language edition) in one single copy together with the disk. The edited text will be forwarded again to the authors for proof-reading and acceptance before further processing.

The paper should be typed out in MS Word for Windows. The font should be Times New Roman 12, double-spaced; minimum margins: left 3.5 cm, right 1 cm, top 3.5 cm, bottom 3 cm. Pages should be numbered in the middle of the page heading. Titles and sub-titles should not be written in capital letters. As regards numbers, decimal fractions should be separated from units with a period and not a coma. The text cannot include any special layout tools like double spacing, bold, or capital letters. If the author wishes to distinguish a fragment of the text, the selected words should be underlined with a pencil on the printout: continuous line for the words to be bolded, dashed – for the words to be spaced, sinuous – in case of italics. The layout of the mid-titles and that of the tables is selected by the Editor according to the homogeneous layout of the journal.

The authors are requested to use proper psychiatric vocabulary and international names of medicines (not trade ones). SI abbreviations should be used. Tables and drawings should be attached separately, numbered consecutively and their placement in the text should be clearly indicated.

Tables should be prepared in MS Word for Windows, graphs in MS Excel and drawings in Corel Draw. Tables should be saved on the disk as a separate file, in the format they have been created in.

Drawings and tables should not be wider

than 13 cm and should be capable of reduction. Halftone drawings and illustrations should be saved as black and white (256 shades of grey) in the EPS or TIFF format, 300 dpi and the size in which they will be printed. Shades of grey or patterns should be used for filling the drawings and graphs. Do not use colour if an illustration is to be reproduced in black and white. High quality printouts of the drawings and tables should be attached to the text. Content of the tables and descriptions of drawings should be written in Arial Narrow 10. The number of tables and drawings should be reduced to minimum. The author must obtain a written permission from the copyright holder of the previously published tables, illustrations and figures.

The authors are requested to cite only necessary references, which are clearly referred to in the text. In the reference list, each item should start in a new line and be numbered according to the appearance in the text. For references with no author term "anonymous" is used.

**For papers published in journals** the references should preserve the following sequence:

surnames of the authors followed by their name initials, title of the article, name of the journal (according to Index Medicus), year, volume, pages; **Example:** Kowalski N, Nowak A. Schizophrenia – case study. *Psychiatr. Pol.* 1919, 33(6): 210–223.

**For books:** surnames of the authors followed by their initials, title of the book, place of publication, publisher, year of publication. **Example:** Kowalski ZG. *Psychiatry*. Sosnowiec: Press; 1923.

**For a chapter of a book:** surnames of the authors followed by their name initials, title, In: surnames and name initials of the editor of the book, title, place of publication, publisher, year of publication, pages. **Example:** Szymański BM. Depressive states. In: Kowalski AM, Głogowski P. eds. *Psychiatry Manual*, 2nd ed. Krosno: Psyche; 1972. p. 203–248.

Be careful about punctuation (as in examples).

Manuscripts including the results of examination of patients (involving a risk element) must have a copy of the written approval issued by the ethical committee attached.

