

**The Masovian Public University in Płock**

**Faculty of Health Sciences**



**Guidelines for Authors preparing articles for monographs or  
to the International Quarterly "Long-Term Care Nursing"  
published through the Mazovian Public University in Płock**

The work should be sent electronically to the address:

[konferencjawnz2022@mazowiecka.edu.pl](mailto:konferencjawnz2022@mazowiecka.edu.pl) or [wnz@mazowiecka.edu.pl](mailto:wnz@mazowiecka.edu.pl).

Please enter in the e-mail title – *Article to a monograph* or *Article to PwOD*.

The work must be accompanied by a completed and electronically signed *Author's statement* and *Statement of co-authorship*. In case where one does not have electronic signature, the author should send signed versions of *both Statements* to the address:

Sekretarz PwOD Wydział Nauk o Zdrowiu Mazowieckiej Uczelni  
Publicznej w Płocku,  
Pl. Dąbrowskiego 2  
09-402 Płock.

Responsibility for the reliability of the information contained in the Statements is borne by the author(s) of the work.

The Editorial Board adheres to the principles contained in the Declaration of Helsinki and in Interdisciplinary Principles and Guidelines for the Use of Animals in Research, Testing and Education and expects all human or animal studies to be accepted by the relevant local Ethics Committee. Information on obtaining the Commission's consent should be included in the text of the work.

**Instructions for authors**

Long-Term Care Nursing

Long-Term Care Nursing (Pielęgniarstwo w Opiece Długoterminowej) is an international quarterly which has been published since 2016. The original version of this scientific journal is its digital edition; however, all the issues will be published in a full-text paper version, too.

The journal contains reviewed original papers (research and clinical trial papers), review articles and case studies describing chronic conditions which people of all ages suffer from. Those who deal with such conditions include specialists in medicine, health sciences and physical education sciences. Also, our quarterly presents letters to the editor, editorials, book reviews, conference reports and material as well as congress and conference announcements.

This scientific journal is intended for nursing circles and other professionals who work in the fields of healthcare, cosmetology, social welfare and education, and whose scientific research centres on chronically ill people, taking into account biological, psychological, social, organisational, didactic and economic aspects.

All the rules contained in the Declaration of Helsinki and Interdisciplinary Principles and Guidelines for the Use of Animals in Research, Testing and Education are obeyed by the editorial board of the quarterly. Consequently, the board expect all research presented in the quarterly to be approved by the appropriate local Ethical Committee. Each paper needs to include a piece of information about such approval being granted. As of 1 January 2020, papers to be published in the journal will accepted only via the Editorial System (<https://www.editorialsystem.com/pwod>).

## **TECHNICAL REQUIREMENTS**

### **1. File format**

– **.doc or .docx**

### **2. Text**

- in Polish or English
- the manuscript should contain 20 000 – 40 000 characters (including spaces)
- the text should be fully justified,
- do not use styles in the text,
- in the main body, use footnotes using the Chicago Manual of Style,
- pages should be numbered consecutively starting from the title page.

Do not use any highlights, underlining or special editing of the text.

Abbreviations, along with the expansion, should be given in the parentheses directly following the abbreviated term at first mention in the text. Avoid abbreviations that are not accepted by international groups of experts. It is advisable to use international names of medicines rather than brand (commercial) names. All biochemical and other measurements should be stated in metric units as per the International System of Units

(SI).

### **3. Font**

- for the body text – Times New Roman 12 point, 1.5 line spacing,
- titles and subtitles – Times New Roman 12 point.

### **4. Tables and figures**

- tables and figures (greyscale) must be put in the given box of the column
- for headings of tables and figures, use 10 point font, for sources – 12 point font,
- depending on the amount of data, in tables and figures use 6-10 point fonts.

### **5. Structure of the article**

#### ***⌘ Original Article***

The original article should be structured as follows:

- abstract in Polish and English structured in compliance with the structure of the article, containing 200 to 250 words
- 3-5 key words in Polish and English recommended by the Index Medical Subject Headings – <https://meshb.nlm.nih.gov/search>
- introduction (including the aim)
- material and methods
- results
- discussion
- conclusions
- recommendations for nursing practice
- acknowledgments – persons/institutions that collaborate with authors but do not meet the criteria for authorship though they contributed in any form to the manuscript preparation (non-author contributors) should be acknowledged.

#### ***⌘ Review Article***

Review articles are accepted only if they had been ordered or prepared upon prior arrangements with the editors.

The review article should be structured as follows:

- abstract in Polish and English structured in compliance with the structure of the article, containing 200 to 250 words
- 3-5 key words in Polish and English recommended by the Index Medical Subject Headings – <https://meshb.nlm.nih.gov/search>
- introduction (including the aim)
- review of the literature
- conclusions

- acknowledgments – persons/institutions that collaborate with authors but do not meet the criteria for authorship though they contributed in any form to the manuscript preparation (non-author contributors) should be acknowledged.
- references – the authors are obliged to carefully check that citations are correct
- tables and figures

### ***⌘ Case Report Article***

Articles presenting an interesting clinical case of a patient or modern solutions regarding care, management and improvement.

The case report should be structured as follows:

- abstract in Polish and English structured in compliance with the structure of the article, containing 100 to 150 words
- 3-5 key words in Polish and English recommended by the Index Medical Subject Headings – <https://meshb.nlm.nih.gov/search>
- introduction (including the aim)
- case presentation
- discussion
- conclusions
- acknowledgments – persons/institutions that collaborate with authors but do not meet the criteria for authorship though they contributed in any form to the manuscript preparation (non-author contributors) should be acknowledged.
- references – the authors are obliged to carefully check that citations are correct
- tables and figures

### ***References: specific information and examples***

Authors are obliged to prepare the manuscript using the AMA (Vancouver) style. Citations should be numbered using Arabic numerals consecutively in the order in which they are cited; the numbers should be given in square brackets. For six authors maximum, their surnames and initials should be provided. If there are more than six authors, the surnames and initials of the first three are to be given, followed by "et al.". If the work cited lacks the author, the reference should start with the title. For journals, the abbreviated title should be given.

*Examples:*

Article in a print journal

Rodriguez F, Harrington RA. Cholesterol, cardiovascular risk, statins, PCSK9 inhibitors, and the future of LDL-C lowering. JAMA 2016; 316: 1967-8.

Luc G, Bard JM, Arveiler D, et al. Lipoprotein (a) as a predictor of coronary heart disease: the PRIME Study. Atherosclerosis 2002; 163: 377-84.

#### Article in an electronic journal

McCoy LH. Respiratory changes in Vulcans during pon farr. J Extr Med [serial online]. 1999; 47: 237-247. Available at: [http://infotrac.galegroup.com/itweb/nysl\\_li\\_liu](http://infotrac.galegroup.com/itweb/nysl_li_liu) Accessed on 7.10.2014.

American Cancer Society. American Cancer Society Position Statement on Electronic Cigarettes. February 2018. Available at: <https://www.cancer.org/healthy/stay-away-from-tobacco/e-cigarette-position-statement.html> Accessed on 14.05.2019.

#### Book

Grodzicki T, Kocemba J, Skalska A. (ed.) Geriatria z elementami gerontologii ogólnej. Podręcznik dla lekarzy i studentów. Gdańsk: Published by Via Medica; 2007

#### Book chapter

Sanecka A. Psychiczne i społeczne bariery komunikacyjne seniorów. [in:] Synowiec-Piłat Małgorzata, Kwiatkowska Barbara, Borysławski Krzysztof (ed.) Inkluzja czy ekskluzja? Człowiek stary w społeczeństwie. Wrocław: Published by Wrocławskie Towarzystwo Naukowe; 2015

#### Website

Amrhein V, Greenland S, McShane B. Scientists rise up against statistical significance. Available at: [https://www.nature.com/articles/d41586-019-00857-9?utm\\_source=fbk\\_nnc&utm\\_medium=social&utm\\_campaign=naturenews&sf209700846=1&fbclid=IwAR-35zl\\_Py9ysg2mV-EDI5ZbjjkYE1a5Fq8vy57vIeypatyaWhCAe0z-ZMyfI](https://www.nature.com/articles/d41586-019-00857-9?utm_source=fbk_nnc&utm_medium=social&utm_campaign=naturenews&sf209700846=1&fbclid=IwAR-35zl_Py9ysg2mV-EDI5ZbjjkYE1a5Fq8vy57vIeypatyaWhCAe0z-ZMyfI) Accessed on 1.04.2019.

## ***Tables and figures***

Tables and figures should be limited to an absolute minimum.

Tables should be attached to the manuscript as separate files (apart from the text).

Tables should be numbered using Arabic numerals. The title in Polish and English should be placed above the table. Descriptions within the tables should be in Polish. The preferred location of the table should be indicated.

Figures should be attached to the manuscript as separate files (apart from the text).

Figures (photographs, drawings, graphs etc.) should be numbered using Arabic numerals. The title in Polish and English should be placed below the figure. Descriptions within the figures should be in Polish. Figures should be prepared as TIFF, JPG (300 dpi) or EPS files. The preferred location of the figures should be indicated.

Colour or black and white photographs supplied should have a resolution of at least 300 dpi taking into account their size when published.

Photographs may not be embedded into MS Word. The scanned material should be supplied as separate files as a bitmap and saved as TIFF, JPG or EPS files. The preferred location of the photographs should be indicated on the left margin. Photographs taken by non-authors should bear the name of the photographer and be accompanied with permission to publish such photographs.

Xerox copies of illustrations or Internet material will not be accepted.

Table 1. Title in Polish aligned to the right (10 point)

Title in English aligned to the right (10 point)

1 2 3

4 5 6

Source: Pasieczny [2002, p. 10].

Figure 1. Title in Polish aligned to the right (10 point)

Title in English aligned to the right (10 point)

Source: Pasieczny [2002, p. 10].

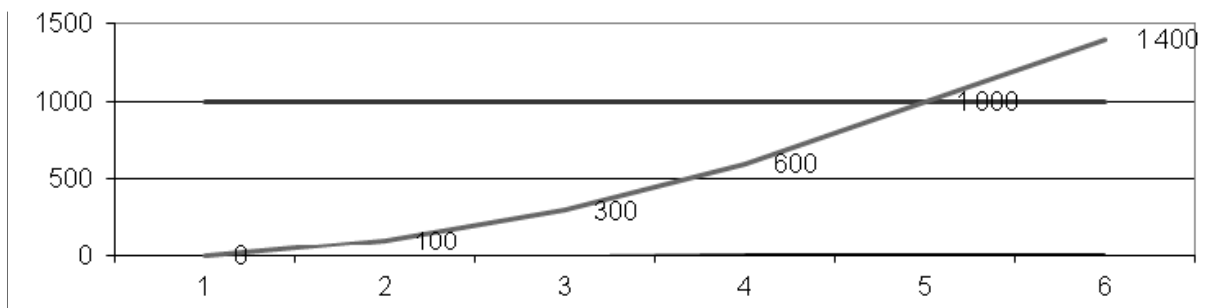
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**Table 1. Table title to the left (10 pkt) in Polish**  
**Table title to the left (10 pkt) in English**

1	2	3
4	5	6

Source: Pasieczny [2002, s. 10].

**Figure 1. Figure title to the left (10 pkt) in Polish**  
**Figure title to the left (10 pkt) in English**



Source: Pasieczny [2002, s. 10].

### **AUTHOR'S STATEMENT**

Journal No. (to be filled in by Editorial Board): .....

Publication title: .....

.....

.....

Author's first name and surname: .....

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## **CO-AUTHORSHIP STATEMENT**

We declare that in the preparation of the article under the title:.....

.....  
....., intended for publication in the Publishing House of the Mazovian Public University in Płock cooperated with the following people:

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The contribution of individual Authors to the creation of the publication is as follows::

<b>Type of work</b>	<b>Author's name and surname</b>	<b>Signature</b>
Development of concepts and assumptions		
Development of methods		
Tests		
Development of research results		
Text elaboration		
Other works (specify)		