



**AKADEMIA
MAZOWIECKA**
W PŁOCKU
COLLEGIUM MEDICUM

Guidelines for Authors preparing articles for Monographs or to the International Quarterly "Nursing in Long-Term Care" published through the Mazovian Academy in Plock

The work should be sent electronically to: konferencjaCM2023@mazowiecka.edu.pl or wyz@mazowiecka.edu.pl Please indicate in the title of the email - Article for Monograph or Article for NiL-TC.

A completed and electronically signed *Author's Declaration* and *Co-author's Declaration* must be attached to the manuscript. If an electronic signature is not available, the author should send signed hard copies of both *Statements* to:

Secretary of NiL-TC
Mazovian Academy in Plock
Collegium Medicum
Dąbrowskiego Square 2
09-402 Plock

Responsibility for the reliability of the information in the Statements rests with the author(s) of the paper. The editors adhere to the principles of the Declaration of Helsinki and the Interdisciplinary Principles and Guidelines for the Use of Animals in Research, Testing and Education and expect that all research involving humans or animals has been approved by the relevant local Ethics Committee. Information that the Commission's approval has been obtained should be included in the text of the paper.

TECHNICAL REQUIREMENTS

1. File format:

– .doc or .docx (paper format A4),

2. Text:

- in Polish or English (publication in the Monograph) / in English (International Quarterly *Nursing in Long-Term Care*),

- text size: between 20 000 to 40 000 characters (with spaces),
- text should be justified (right and left alignment),
- please do not use styles in the text,
- pages should be numbered consecutively starting from the title page.

No highlighting, underlining or any special text formatting may be used in the text. Abbreviations, including expansion, should be given in brackets after the abbreviated term when it first appears in the text. Abbreviations not accepted by international expert groups should be avoided. It is advisable to give the international names of drugs rather than commercial preparations. Biochemical and other test results should be given in SI units.

3. Font:

- for the main text – Times New Roman 12 pt, line spacing 1.5 (one and a half lines),
- titles and subtitles - Times New Roman 12 pt.

4. Tables and illustrations:

- tables and figures (in grey) must fit into the given column frame,
- use 10 point font for table and figures headings, 10 point font for sources,
- depending on the amount of data in the tables and figures use a font size from 6 to 10 pts.

5. Structural elements of the article by article type

Original Article (Artykuł oryginalny)

The original article should have the following layout:

headings:

- title page
- an abstract (with keywords) in Polish and English.

It must have the following structure: Introduction, Objective, Material and methods, Results, Conclusion.

No abbreviations should be used.

- introduction (with the aim of the paper)
- materials and methods
- results
- discussion
- conclusions
- commendation for nursing practice
- possible acknowledgements
- references
- tables and figures

Review Article (Artykuł poglądowy)

The editors will only accept review articles either commissioned or prepared by prior arrangement with the journal's Editorial Board.

The review article should have the following layout:

headings

- title page
- abstract (with keywords) in Polish and English must reflect the structure of the paper with conclusions
- introduction (with the aim of the paper)
- overview
- conclusions
- acknowledgements
- references
- tables and figures

Case Report Article (Opis przypadku)

The Editorial Board welcomes articles presenting a description of an interesting clinical case of patient or state-of- the- art nursing, management, improvement.

The case description should have the following layout:

headings:

- title page
- abstract (with keywords) in Polish and English must reflect the structure of the work with conclusions
- introduction (with keywords) in Polish and English must reflect the structure of the work with conclusions
- case presentation
- discussion
- conclusion
- acknowledgements
- references
- tables and figures

6. Layout of the article

a. Title page

Name of the author of the article (12 pts)

Affiliation – 10 pts (, the name of the establishment or facility where the work was carried out/of which the affiliation originates; e.g with their function - applies to persons not affiliated to a higher education institution).

Information on possible grants and other sources of funding.

Correspondence address (name, address, tel./fax, e-mail).....

TITLE OF THE ARTICLE (14 pts) in Polish

TITLE OF THE ARTICLE IN ENGLISH (10 pts)

Summary/ Abstract: in Polish up to 1000 characters with spaces (10 pts).

Summary / Abstract: in English up to 1000 characters with spaces (10 pts)

Keywords (Słowa kluczowe): 3 to 5 words (10 pts) - recommended by Index Medical Subject Headings.

Keywords: 3 to 5 words (10 pts) - recommended by Index Medical Subject Headings.

β.Introduction (12 pt)

Space for body text starting with a paragraph. (12 pts, spacing 1,5 pts).

1. Heading (12 pts)

Space for body text starting with a paragraph (12 pts, spacing 1,5 pts).

2. and each subsequent Heading (12 pts) depending on the type of article (original, review, case report)

Space for body text starting with a paragraph (12 pts, spacing 1,5 pts).

References - details and examples

Authors are required to prepare their paper using AMA (Vancouver) style. Citations should be numbered in the order they appear in the text, indicated by Arabic numerals in square brackets. In papers written by up to six authors, surnames and initials of first name(s) should be given. In papers with more than 6 authors, the surnames and first name initials of the first three authors should be given with the notation 'et al. When an author is missing in a cited work, the description should begin with the title. For journals, the abbreviated title is given.

Examples:

Article in a printed magazine

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 electronic journal

McCoy LH. Respiratory changes in Vulcans during pon farr. *J Extr Med* [serial online]. 1999; 47: 237-247. Available online: http://infotrac.galegroup.com/itweb/nysl_li_liu Access: 7.10.2014.

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

Book

Grodzicki T, Kocemba J, Skalska A. (eds) *Geriatrics with elements of general gerontology. Handbook for doctors and students.* Gdańsk: Via Medica Publishing House; 2007

Chapter in a book

Sanecka A. Psychological and social communication barriers of seniors. [in:] Synowiec-Piłat Małgorzata, Kwiatkowska Barbara, Boryśłowski Krzysztof (eds.) *Inclusion or Exclusion? The old man in society.* Wrocław: Wyd. Wrocław Scientific Society; 2015

Web page

Amrhein V, Greenland S, McShane B. Scientists rise up against statistical significance. Available online: https://www.nature.com/articles/d41586-019-00857-9?utm_source=fbk_nnc&utm_medium=social&utm_campaign=naturenews&sf209700846=1&fbclid=IwAR-35zl_Py9y9sg2mV-EDl5ZbjkYE1a5Fq8vy57vIeypatyaWhCAe0z-ZMyfI Access: 1.04.2019.

Acknowledgements (12 pts)

Persons/institutions who collaborate with the authors but who do not meet the criterion of authorship but have contributed in any form to the work should be mentioned in the acknowledgements.

Tables and figures

Tables should be attached to the paper separately from the text (in separate files). Number the tables with Arabic numerals. Place the title of the table in Polish and English above the table. Place descriptions inside the table in Polish. Indicate in the text where tables are to be placed.

Figures should be attached to the paper separately from the text (in separate files). Figures (photographs, drawings, diagrams, etc.) should be numbered with Arabic numerals. The title of the figure in Polish and English should be placed under the figure. Descriptions inside the figures should be provided in Polish. Figures should be prepared in TIFF, JPG (300 dpi) or EPS format. Indicate in the text where figures are to be inserted.

Photographs Colour or black and white photographs should be supplied at a resolution of no less than 300 dpi taking into account the size in which they will be published. It is not acceptable to break photographs into MS Word. Scanned material should be supplied in separate files as a bitmap saved in formats: TIFF, JPG or EPS. The location of the intrusion should be marked in the left margin. Non-authored photographs should be labelled with the author's name, accompanied by permission to publish.

The editors will not accept photocopies of graphic material or material from the Internet.

Table 1. Title of table to the left (10 pts) in Polish

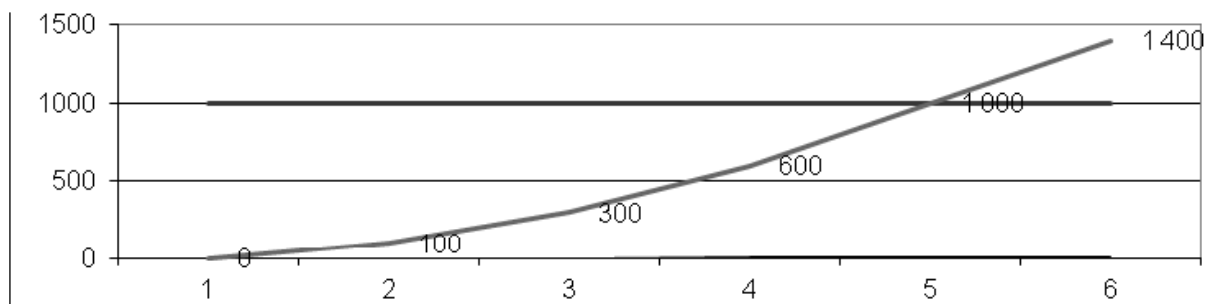
Title of table to the left (10 pts) in English

1	2	3
4	5	6

Origin: Pasieczny [2002, pg. 10].

Figure 1. Title of figure to the left (10 pts) in Polish

Title of figure to the left (10 pts) in English



Origin: Pasieczny [2002, p. 10].