

Instructions for Authors

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The "**Journal of Ultrasonography**" is the official journal of the Polish Ultrasound Society (PTU). The mission of the journal is to promote ultrasonography among medical professionals representing various specialties as well as to present the current state-of-the-art and the results of original studies involving ultrasound imaging.

The journal publishes:

- original papers;
- review papers;
- case reports;
- short communications – describing the preliminary results of empirical studies of special importance, the course and the preliminary results of original empirical studies or original technical solutions;
- letters to the editor – presenting justified author's opinions on a given topic, recommendations for clinical practice;
- video presentations – in the form of a CD/DVD attached to the given issue of the "**Journal of Ultrasonography**" with a comment prepared according to the instructions for publishing original papers or case reports.

The Editorial Board encourages the authors to submit short materials (up to 500 words and up to 10 references) to be published in the following sections:

- experts' opinions – concerning the latest criteria, novel probes, new examination techniques etc.;
- diagnostic pitfalls in ultrasound medicine – discussing diagnostic failures;
- guest editorials – concerning particular papers.

Apart from the printed version, the website of the "**Journal of Ultrasonography**" contains interdisciplinary and practical information and reports such as letters to the editors, abstracts from meetings and congresses as well as book reviews. Such materials should be sent to the following e-mail address: office@jutrason.pl in the MS Word (*.doc or *.docx) format. The journal is a quarterly published in Polish and English.

Preparation of original papers, review papers and case reports

The manuscripts submitted for publication in the "**Journal of Ultrasonography**" should be prepared in the MS Word program using font 12 (e.g. Arial, Times New Roman) and double-spaced. The volume of a paper (i.e. text only, excluding the title page, abstract, references and figures) should not exceed 3000 words for a review paper, 2000 words for an original paper and 1000 words for a case report, 1200 words for a short communication and 1500 words for a letter to the editor. Measures and denominations should conform to the international system of units (SI).

All abbreviations and acronyms should be explained at their first use in the text. No acronyms in abstracts are allowed.

Figures and tables should not be included in the text, but their ultimate location should be indicated, e.g. (fig. 1), (tab. 1). A figure legend should be presented on a separate page (beneath the references) and the tables should be placed at the end of the paper, after the figure legend, each table on a separate page. The number (using Arabic numerals) and title of the table should be placed

above that table. All acronyms used should be explained under the table as footnotes. Only high-quality figures are accepted for printing, i.e. in the *.eps, *.ai, *.tif, *.bmp or *.jpg formats with the resolution of 300 dpi and 8 or 16 cm wide (respectively for single or double columns).

Color photos should be prepared in CMYK mode and graphs – in Word, Power Point or Excel programs. No inscriptions on the photos should be made; only symbolic markings are acceptable, such as arrows, crosses or arrowheads, which must be sufficiently large and legible. Their explanations should be included in the figure description.

In the case of submitting the figures already published in another journal, a written consent of the copyright owner is required for their repeated use.

The authors are obliged to attach a **Cover letter** to their papers, where the first author on behalf of all co-authors declares that the manuscript has not been concurrently submitted for publication in a different periodical and that no significant part of it has ever been published in another journal. After signing, it should be scanned and sent as an attachment by e-mail.

Statement of Human and Animal Rights

All experimental studies involving human subjects or animals require an approval of the local bioethical committee (with respect to medical studies involving humans, authors shall conform to the principles included in the Declaration of Helsinki and with respect to experiments on animals – to the guidelines included in the *Interdisciplinary Principles and Guidelines for the Use of Animals in Research, Testing and Education*, issued by the New York Academy of Sciences – Ad Hoc Committee on Animal Research).

A phrase stating the fact that the approval of the bioethical commission has been obtained and its number should be included in the *Material and methods* section.

Statement of Informed Consent

In the case of studies involving human subjects, their written, informed consent for the participation in the trial is necessary. A phrase stating that such a consent has been obtained should be included in the *Material and methods* section, according to the principles issued by the World Medical Association – the Declaration of Helsinki. It is prohibited to use patients' names, initials, case history numbers or any other information that would enable the identification of the patient both in the actual text of the paper and in the illustrative material (figures, tables).

Conflict of Interest Statement

If there is a conflict of interest, the source of financing the study (e.g. number and title of a grant) should be disclosed in the Cover letter. At the end of the paper (i.e. directly before the References), the authors should include information concerning a possible conflict of interest and acknowledgements. If no conflict of interest exists, the authors should include a phrase: *The authors do not report any financial or personal connections with other persons or organizations, which might negatively affect the contents of this publication and/or claim authorship rights to this publication* (an example).

Layout of manuscripts

Title page is the first page of a manuscript – it contains the title, full first and last names of all authors, their affiliations, i.e. full names of institutions, cities and countries. Consecutive Arabic numerals placed after last names as superscripts indicate the affiliated institution, e.g. Agata Kowalska¹, Justyna Nowak²:

¹ Department of Radiology, Medical University...

² Department of Imaging Diagnostics, Hospital...

The **address for correspondence** should be provided below affiliation data and should include complete details of a contact person, i.e. first and last names, postal address, electronic address and phone number.

Abstract is the second page of a manuscript. It should contain:

- for original papers and reviews between 200 and 250 words;
- for case reports and short communications between 100 and 150 words.

The structure of the abstract of an original paper and short communications is as follows: aim of

the study, material and methods, results, conclusions. Other types of papers do not require structured abstracts. In the abstract to the case report, apart from the aim and brief description of the disease history, conclusions should be mentioned as well – i.e. information concerning clinical relevance of the presented case. Acronyms (abbreviations) are not allowed in abstracts. Below the abstract, 3–5 key words should be provided based on the Index Medicus – Medical Subject Headings.

Introduction – description of the current knowledge concerning a particular subject which is concluded with the aim of the paper.

Material and methods – description of a group of patients included in the study, equipment used and statistical methods implemented. In this section, a note should be added stating that the patients' written consent to participate in the study has been obtained and – in the case of experimental studies – the approval has been granted by the local bioethical committee.

Results – should be presented in a clear and concise way, at best in the form of tables or diagrams.

Discussion – interpretation of own results and their confrontation with literature reports.

Conclusions – presented clearly, in the form of one or a few sentences.

Information about the conflict of interest – a statement concerning the source of financing or information about the lack of conflict.

Acknowledgements – thanks to persons who contributed to the creation of the paper.

References – list of publications quoted in the paper, presented in the order of appearance. Arabic numerals placed in semicircular parentheses, without spaces between the comma and the following number should be used as reference marks. In original and review papers, at most 30 other publications should be referred to; in case reports, short communications, letters to the editor and other types of short publications mentioned above (up to 500 words) – up to 10 papers.

Abbreviations of the names of other journals must conform to the Index Medicus. If the quoted paper has no more than 6 co-authors, they should all be listed. If there are more than 6 authors, the first 6 should be listed, followed by *et al.* Please observe punctuation marks, i.e. full stops, colons, spaces, etc.

Example references:

- articles:
 1. Konarzewska A, Rzepecka-Wejs L, Korzon-Burakowska A: Ultrasound-diagnosed bone and joint destruction as a typical image in advanced Charcot arthropathy – case report. *J Ultrason* 2012; 12: 226–232.
 2. Sudoł-Szopińska I, Kontny E, Maśliński W, Prochorec-Sobieszek M, Kwiatkowska B, Zaniewicz-Kaniewska K et al.: The pathogenesis of rheumatoid arthritis in radiological studies. Part I: Formation of inflammatory infiltrates within the synovial membrane. *J Ultrason* 2012; 12: 202–213.
- papers published with a DOI number only:

Sakai T, Matsusaki T, Abu-Elmagd K, Amesur N, Thaete FL, Zak MF et al.: The role of ultrasonography in determining central venous patency in patients undergoing bowel transplantation. *Clin Transplant* 2011. DOI: 10.1111/j.1399-0012.2011.01533.x.
- books:

Greenspan A, Jundt G, Remagen W: *Differential Diagnosis in Orthopaedic Oncology*. Vol. 2, Lippincott Williams & Wilkins, Philadelphia 2007.
- chapters in books:

Wieczorek AP, Woźniak MM, Stankiewicz A: Ultrasonography. In: Santoro GA, Wieczorek AP, Bartram CI (eds.): *Pelvic Floor Disorders: Imaging and Multidisciplinary Approach to Management*. Springer, Dordrecht 2010: 175–187.

List of Figures should be placed on a separate page beneath the references using Arabic numerals.

Tables – each on a separate page. The heading should contain the number and title of the table. The abbreviations and acronyms used should be explained below the table as footnotes.

Delivering the manuscripts

The papers in the “**Journal of Ultrasonography**” are published in Polish and English versions. Manuscripts may be sent to the Editorial Office in English, Polish or in both languages, on the

condition that the translation is a professional one. The manuscripts with all their attachments should be sent via e-mail to the address: office@jultrason.pl. The following attachments should be sent:

1. Title page (with details concerning co-authors and address for correspondence).
2. Manuscript (abstract, key words, main text, list of figures and tables).
3. Figures – each as a separate file, e.g. Fig.1.tif.
4. Cover letter.

Peer-review procedure

The peer-review procedure of the manuscripts submitted to the “**Journal of Ultrasonography**” conforms to the recommendations of the Ministry of Science and Higher Education published in the document *Good practice in peer-review procedures in science*.

The manuscripts submitted for publication in “**Journal of Ultrasonography**” are evaluated in terms of their content and formal requirements. It is assumed that all co-authors agree for the publication of the submitted paper and that the signature of the author responsible for correspondence confirms the consent of all others.

The manuscripts submitted for publication are first assessed with respect to their formal requirements by the Managing Editor. Incomplete papers or those which do not fulfill the above-listed requirements are sent back to their authors for correction. The papers that fulfill all formal requirements undergo further evaluation. Each manuscript is registered under a specific number and sent for review to two independent reviewers – recognized experts in the field the paper relates to who are not affiliated with the authors’ institutions and have no conflict of interest with the authors (kinship, professional dependency or direct scientific cooperation over the period of two years preceding the peer-review). The Editorial Board uses the “double-blind review” model, i.e. the identity of the reviewers is not revealed to the authors and vice versa – the reviewers do not know the identity of the authors and the remaining reviewers.

Nevertheless, for the sake of transparency and clearness of the procedure, in the first issue of the quarterly in a given year and on its web site, the Editorial Board publishes a list of all reviewers that evaluated the manuscripts in the previous year. The peer-review procedure lasts two weeks. The reviewers are obliged to provide a content-related justification for their evaluation of the submitted paper and express unambiguous opinion by selecting one of the following options:

- the paper is ready for publication without any corrections;
- the paper can be published after minor corrections have been introduced in accordance with the reviewer’s recommendations, without the need for a repeated review;
- the paper can be published after its correction in accordance with the reviewer’s comments and after a repeated review;
- the paper should not be published.

Upon obtaining a positive opinion of both reviewers, the manuscript is accepted for printing. In the case of divergent opinions, the Editor-in-Chief requests the opinion of the third reviewer. The entire editorial process does not exceed three months.

Scientific reliability

The Editorial Board of the “**Journal of Ultrasonography**” draws attention to the fact that transparency and availability of information on the persons that have contributed to the creation of a paper (content-related, financial contribution etc.) constitutes the evidence of the researcher’s ethical attitude and of the highest editorial standards. Not only does it reflect good practice, but also is a manifestation of social responsibility.

We remind that the authors of publications are obliged to present the results of their studies in a transparent, reliable and honest way. Particular forms of scientific dishonesty are *ghostwriting* and *guest authorship*:

- the phenomenon of *ghostwriting* occurs, when the authors of a paper do not reveal the name of the person who significantly contributed to the creation of that paper – the name is not mentioned either as a co-author or in the Acknowledgements section;
- the unethical instance of *guest authorship* is a situation, when the contribution of one of the authors is negligible or none, but they are still listed as the co-authors of the publication.

The Editorial Board declares that the authors of the published papers assume full responsibility for their publications and all detected cases of dishonesty will be disclosed. In the Cover letter attached to the manuscript, the authors are asked to reveal their actual contribution to the submitted article, whereby the author who submits the manuscript assumes the major responsibility.

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