

GUIDELINES for the publication of papers in the *Protetyka Stomatologiczna / Prosthodontics*

INFORMATION for the Authors

Protetyka Stomatologiczna / Prosthodontics, published by the Polish Dental Society, is a quarterly, peer-reviewed journal that contains articles on all aspects of prosthodontics, dental implants, masticatory dysfunctions, periodontics and related branches of science. Original papers, review articles, instructive case reports, short communications and letters to the Editor, as well as biographies, commemorative papers, book reviews (commissioned by the Editors), reports on congresses, conferences, symposia and courses are welcomed for publication.

Manuscripts must be prepared in accordance with the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" developed by the International Committee of Medical Journal Editors (<http://www.icmje.org>) and in compliance with guidelines of the Committee on Publication Ethics, COPE.

The Protetyka Stomatologiczna / Prosthodontics accepts papers in the electronic form only as defined by the Editorial System, which ensures complete logistics of the submitted papers including review procedures. The system guarantees double anonymity: the Author(s) vs. the Reviewers, and the Reviewers vs. Peer Reviewers. Each paper is reviewed by two independent Reviewers. Two negative reviews disqualify the paper from publication.

The Authors are kindly requested to submit their papers for publication in the Protetyka Stomatologiczna / Prosthodontics at its website: www.protetstomatol.pl

Any other correspondence (not related to the submitted publication) please forward by e-mail: protetyka@pts.net.pl

Editor-in-Chief Prof. Elzbieta Mierzwińska-Nastalska can also be accessed directly at the following address

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Criteria for publication

Papers for publication should be written in Polish, English and in both Polish and English. Papers should be based on correct hypotheses and proper methods of statistical analysis that are bound to guarantee results providing solid basis for conclusions.

Properly submitted paper should consist of the following, separate files:

1. Cover letter (file title: CoverLetter)
2. Title page (file title: Title)
3. Abstracts in Polish and English (file title: Abstract)

4. Body text in Polish (file title: TekstPL) in English (file title: TextENG)
5. Tables (file title: Tables)
6. Description of figures (file title: FigureDescription)
7. Figures (file title: Fig 1) and subsequent figures as Fig 2, Fig 3, etc.

Following the submission of the paper, it will be given its unique number that should be quoted in correspondence concerning its publication. Upon receiving the review, the Authors are obliged to revise and return the paper as soon as possible. Proofs should be confirmed in the shortest time possible, but not longer than after six days.

Cover letter

The cover letter has to be signed by all the co-authors and the head of the facility which employs the first Author. It should include:

1. Clear and concise argument explaining the significance of this paper meriting its publication in the Protetyka Stomatologiczna / Prosthodontics.
2. A statement that this paper has not been published or considered for publication in another periodical.
3. A statement that all of the named co-Authors have become acquainted with the paper's final version and approve its publication.
4. A statement that all the enclosed materials are copyrighted; otherwise, a statement from the copyright owner is required to the effect that permission to use the material in question for further publication has been granted.
5. A statement that copyright has been waived to the Polish Dental Society.

The cover letter should be scanned and, as a.pdf file, enclosed in the submitted publication.

Title page

The title page is a separate text file; it should include the title of the publication in both English and Polish, first names and surnames of all the Authors together with their academic degrees, place of employment, the name and job title of the head of the employing institution as well as the address, telephone/fax numbers, and e-mail of the institution which employs the corresponding Author.

Abstract and key words

An abstract in Polish and English should be submitted as a separate file preceded with the paper's title without the Authors' names. It cannot be shorter than 150, or longer than 250 words. In original publications it should

have the structural form consisting of the following sections: introduction, aim of the study, material and methods, results, discussion and summary. All sections should be written as one paragraph headed by an appropriate section title.

Below both language versions of the Abstract, keywords are supplied (not more than five).

Body Text

Manuscripts should be submitted as .doc, .docx (MS Word) as separate language files. It should begin with the title followed by the main body of the paper. Font size 12 should be used and the text formatted with double line spacing and 3 cm margins on both sides.

In the case of original (research) papers the manuscript should be divided into the following chapters: Introduction, Materials and Methods, Results, Discussion, Conclusions or Summary. Longer publications may require the introduction of subheadings. Other types of submissions such as case reports, review articles may be presented in a different arrangement. The manuscript should contain no reference that would make it possible to identify the source institution.

Introduction

The introduction should present the context and background of the research being reported, outline the main problem and state its significance. The objective of the study or research hypothesis should be described.

Material and Methods

This section should be confined only to the information related to the undertaken research. All the acquired data should be outlined in RESULTS. All the study groups should be described including the criteria for inclusion or exclusion. The control group also has to be described. A detailed description is also required for the planned methods, materials, instrumentation and equipment including the names of the manufacturers and the country of origin. The research in question should be conducted in an ethical and responsible manner, in compliance with the accepted standards, and its results presented clearly and honestly. Researchers' names as well as Latin terms should be written in italics.

In the case of invasive or experimental procedures on human and/or animal subjects the statement should be included that the research was performed in accordance with the recommendations of the Helsinki Convention and that a positive opinion of the local Bioethics Committee has been sought and obtained (the consent document's number is to be provided).

Statistical analysis

Statistical calculations should be described with enough accuracy to enable the reader with access to the original data to perform their own verification. The applied statistical methods should be quoted together with the names of software utilized for the purpose of calculations.

Results

The results should be presented in the manuscript in their logical order, starting with the most significant data.

Discussion

In this section, all novel and the most significant aspects of the undertaken research should be emphasized including conclusions that can be drawn based on the most important results (evidence). These results should be confronted with those of other authors within this specific field of interest indicating all the limitations that might have affected the obtained results. It would be beneficial to attempt to define the possible impact of these results on future research and the clinical practice. The final conclusions should be presented against the objectives that have been set.

References

The Author is responsible for the selection of appropriate references. Only original papers published in other journals should be cited including those that have been published on this subject in the *Protetyka Stomatologiczna / Prosthodontics*. One should refrain from quoting textbooks. Abstracts or reports of congresses/scientific conferences should not be referenced. References should be arranged in the numerical order in which individual items are quoted in the manuscript and numbered with an Arabic numeral (by upper indexing a corresponding number after a punctuation mark or the name of the quoted author).

Each reference item starts a new line and follows the specific order: surnames of all the Authors with first name initials without dots, paper's title, abbreviated title of the cited journal according to the Index Medicus, year of publication, volume, issue, the first and the last page of the article.

Example:

1. Wassel RW, Steele JG: Considerations when planning occlusal rehabilitation. A review of the literature. *Int Dent J* 1998; 48: 571-581.

All the references items have to be quoted in the paper's body.

Tables

Tables are presented as a separate file. Tables should be numbered with Arabic numerals in the order in which they are referenced in the manuscript. Tables should contain data, not texts, so that their size is reduced to the minimum. Each column/row should be briefly headed in English only. The table's description is placed below (not above) the table in both English and Polish. All the tables should be referenced in the pertinent place in the text.

Figures

All graphs, drawings, or photographs that illustrate the text should be consecutively numbered with Arabic

numerals in the order in which they appear in the text. Captions under illustrations are a separate text file and their order should correspond to the one in the text. Figures should be submitted as separate files.

Patient's Anonymity

Unless patient's written consent for the publication of the photograph which enables identification has been obtained, the patient's eyes should be covered, or any other method should be used to make identification impossible. If the written consent for the publication of photographs has been obtained, such a document should be enclosed as a separate file.

Abbreviations and acronyms

Only generally accepted and recognizable abbreviations or acronyms should be used and they are not to be inserted in titles. Authors' own abbreviations should be given in their full version and explained in the text.

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Once the article is accepted for publication it becomes the property of the *Protetyka Stomatologiczna / Prosthodontics* whose rights are owned by the Polish Dental Society. Papers published in the *Protetyka Stomatologiczna / Prosthodontics* are protected by copyright. They cannot be published elsewhere, in any language, without due permission of the Editors.

Peer reviewing procedure

The procedure for the peer review of articles to be published in scientific journals is in accordance with the

guidelines of the Ministry of Science and Higher Education presented in 'Good Practice in Reviewing Procedures in Science' as well as with COPE Ethical Guidelines for Peer Reviewers (<http://publicationethics.org>).

1. Reviewers are selected according to their competence in a given area.
2. The Reviewer should not work for the institution in which the Author of the article is employed.
3. The Reviewer may refuse to review an article if he or she does not feel competent in a given subject.
4. An article is reviewed by two Reviewers using double-blind reviewing, which means that the Reviewer does not know whose work is being reviewed and the Author does not know by whom his or her article has been reviewed.
5. In case of discrepancies in the evaluation of an article, a third Reviewer may be consulted (also anonymously).

Publication Ethics and Publication Malpractice Statement

The statement of *Protetyka Stomatologiczna / Prosthodontics* concerning publication ethics and rules of conduct in accordance with professional ethics is based on the guidelines of the Committee on Publication Ethics (COPE) (<http://publicationethics.org>).

All submitted manuscripts are evaluated for factual accuracy of their content and the decision on further evaluation (reviews) is not influenced by any factors (including religious, racial, social or commercial ones).

When a publication is rejected, the Editors of *Protetyka Stomatologiczna / Prosthodontics* are acting according with the COPE Retraction Guidelines (<http://publicationethics.org>).