

1. Editorial Policy

PSYCHOGERIATRIA POLSKA (the Polish Journal of Old Age Psychiatry, hereinafter abbreviated „PGP”) publishes articles on the theory and practice of old age psychiatry and its points of contact with other scientific disciplines, including the psycho-social aspects of the aging process and various issues related to the diagnosis and treatment of mental illness (including dementia) in older persons.

Manuscripts are accepted in Polish or English with titles, summaries, key words, table titles, and figure captions in both languages. (Note: if the authors of an English-language manuscript do not speak Polish, the editors will arrange the necessary translations of these elements for articles accepted to print.)

PGP is a quarterly, containing editorials, reviews, original articles (basic research, clinical research, experimental studies, and theoretical essays), case studies, and opinion articles. We also print articles for educational and training purposes, announcements, and letters to the Editor. In the future we plan to publish supplements with materials from conferences, symposia, and meetings. Articles commissioned by pharmaceutical companies will not be published. PGP has its own internet page, where abstracts of the published articles and current news can be downloaded. The possibility of primary electronic publication is being explored.

1.1. Ethical issues: legal and moral responsibility

Articles published in PGP should not reveal personal information regarding patients (including photographs showing their faces) without their written consent. All manuscripts presenting experimental work done on human or animal subjects must contain the statement that the research project was reviewed and approved by the appropriate ethics commission at the home institution. The editors expect all authors to conduct research on human subjects in a manner consistent with the relevant national and international canons, including the Helsinki Declaration.

Every manuscript submitted for consideration must be accompanied by a cover letter, signed by the first author on behalf of all the authors (if the work is co-authored). The cover letter should also contain a statement by the first author, to the effect that the work being submitted is the original work of all the co-authors, and that it has not been and will not be submitted elsewhere. It is the first author's responsibility to inform the editors of any financial or personal connections that may exist between the authors of the manuscript and the manufacturer(s) of drugs or other products described in the proposed article. The first author's signature on the cover letter will be treated as a voluntary assumption of responsibility towards the Editors for the work's compliance with the law and good scientific practice.

The editors will make every effort to assure that the contents of articles published in PGP are accurate and truthful. Nevertheless, ultimate legal liability for the contents of articles and advertisements appearing in our journal is borne by the respective authors.

In the case of any doubts of an ethical, moral, or legal nature regarding a manuscript submitted to PGP, the Editor-in-Chief is entitled to ask the authors for clarification. If for any reason the Editor-in-Chief is not satisfied with the response, s/he has the unquestioned right to decline to print the manuscript, without the need to provide a formal justification.

1.2. Authorial rights (copyright)

Upon acceptance for publication, the manuscript submitted to PGP becomes the property of the publisher, the Mental Health Foundation. The publisher thereby acquires exclusive authorial rights to all published articles (including the right to print, to publish by electronic means, such as compact disc or other media, and to publish on the Internet). Only summaries can be reprinted without the publisher's consent.

1.3. The review process

After initial review by the editorial staff to assure that the submitted manuscript is in general compliance with the Editorial Policy and the Instructions for Authors, the manuscript is reviewed anonymously by two independent reviewers known to be competent in the field covered by the article. The editors will acquaint the authors with the contents of the reviews, but will not reveal the identities of the reviewers. No manuscript will be sent to a reviewer who works in the same institution as the authors. The reviewer may classify the manuscript as:

- suitable for publication as is;
- suitable for publication after corrections have been made consistent with the reviewer's suggestions, without the need for further review;
- suitable for publication after re-working consistent with the reviewer's suggestions, subject to re-review and acceptance;
- not suitable for publication.

If both reviewers find the work suitable for publication, it will be accepted for publication without further procedures, at the discretion of the Editor-in-Chief. If both reviewers find the work unsuitable, it will not be accepted for publication, and the copies submitted by the authors will be destroyed. If the reviewers do not agree in their assessment of a manuscript, it will be sent to a third reviewer, whose opinion will be final. If and when a manuscript is accepted for publication, the authors will be informed of this fact by return mail. Works that require correction will be sent back to the authors along with the reviewers' comments and the editors' instructions.

The editors reserve the right to make any necessary stylistic corrections and introduce abbreviations without consulting the authors.

1.4. Size limits

Original research articles should not exceed 12 pages (15 pages for reviews, and 8-10 pages for case studies). There should no more than 4.000 characters (counting spaces) on one page.

1.5. Preparing the manuscript for print

Before submitting their work to PGP, the authors should familiarize themselves with the "Instructions for Authors" (see below).

The final version of an article accepted for publication, after any authorial corrections and/or revisions required by the reviewers or the editors, should be returned to the Editorial Office within 7 days of receipt, in both electronic form (diskette or CD) and in a printed version (3 copies). In the final version of the article as approved for publication, the text on the diskette must be identical to the text on the printed copy; in cases of discrepancies, the printed version will be regarded as authoritative. Readable computer printouts of drawings should be attached. Every diskette or CD should be properly labeled with the last name of the first author, the title of the work, the name(s) of the file(s) found on the medium, and a correspondence address. The text and illustrations should be put in separate files. Tables should be put at the end of the manuscript.

If an archiving program is used, a copy of the decompression program should be included on the diskette.

The authors will receive 15 offprints of their article. No authorial royalties will be paid, unless the work was commissioned by the editors.

2. Instructions for Authors

2.1. Typography

The text should be printed on A4 paper, on one side of the page, with the page number in the lower right corner, and 2.5 cm margins (about 1 inch) on all four sides. Every new paragraph should begin with an indent of about 1 cm (1/2 inch), one-and-a-half or double-spaced, in a generally available font (preferably Arial or Times New Roman, 12 points), left-aligned without justification. The "Symbol" font should be used for Greek letters and mathematical or logical symbols. The titles of the major sections within the text should be clearly set off (preferably assigned the style "Header 1"), as well as any subsections that may be created ("Header 2" or "Header 3"). Double spaces between words and between paragraphs should be avoided, as these cause problems in type-setting.

2.2. Structure of the manuscript

The manuscript should contain a title page, with the following information:

- the title of the article in Polish and English;
- the names of the authors as they wish to appear in the published article;
- summaries in Polish and English (200-250 words), structured if the article is an original research article or a case study (see below);
- 3-6 key words (which should not repeat words occurring in the title) in Polish and English, consistent with the Medical Subject Heading (MeSH) system published by Index Medicus;
- a full correspondence address for one of the authors (including an e-mail address).

The summaries of original research articles should include the following four sections: "Background," "Material and methods," "Results," and "Conclusions." The "Results" section should give only the most important data without excessive details. The summaries of case studies should include only three sections: "Background," "Case description," and "Conclusions."

The main text of original research articles should be structured as follows: "Introduction" (including the purpose of the study), "Material and methods," "Results," "Discussion," "Conclusions," and "References." In the case of case studies, "Material and methods" and "Results" can be combined into one section, entitled "Case report" or "Case description."

Just before "References," the authors may at their discretion include acknowledgements for those persons who made an important contribution to the work, but are not listed as co-authors.

2.3. Illustrations, graphs, tables, photographs

All illustrations (including figures, graphs, tables, and photographs) accompanying the text must be cited in the body of the text. All illustrations should be consecutively numbered according to the order of their appearance, with captions in both Polish and English.

The proposed approximate placement of illustrations should be clearly marked in the text. The tables should be placed on separate pages at the end of the article (after "References"); figures, graphs, and photographs should be in separate files in TIFF or JPEG format (for bit-map drawings or photos), Corel Draw or Adobe Illustrator (for vector graphics), or MS Excel (for graphs and diagrams).

The title of a table should be placed above the table, while captions for figures, graphs, and photographs should be placed below the illustrations. Titles and captions should contain essential information about the illustrations, in Polish and English, without lengthy explanations (e.g. a description of the experiment), which should be placed in the text.

Tables should be laid out for maximum clarity and simplicity of design. Graphs should be prepared in such a way as to be legible even when reduced in size for print.

Data that occurs in tables should not be routinely repeated in the text.

2.4. References

The bibliography should be limited to items that are actually cited in the text. References to personal communications, unpublished papers (including theses), and abstracts from congresses, meetings and conferences should be kept to an absolute minimum.

The items occurring in the "References" section should be numbered in the order of their occurrence in the text (rather than in alphabetical order). The reference number of each publication cited should be given in the text in square [] brackets. Every item listed in "References" should be written as one paragraph, as follows:

- for articles in journals: Vancouver style, e.g. Kowalski N, Nowak A. Schizofrenia- badania własne. *Psychiatri Pol* 1919; 33: 210-223
- for books and monographs: Kowalski ZG. *Psychiatria*. Sosnowiec: Press; 1923
- for book chapters: Szymański BM. Stany depresyjne. In: Kowalski AM, Głogowski P. (ed.) *Podręcznik psychiatrii*, ed. 2. Krosno: Psyche; 1972. pp. 203-248.

Citations of electronic publications should contain the author, title, and complete HTRL address.

2.5. Terminology

Correct psychiatric terminology should be used throughout the article, including the international names of drugs (with commercial names in parentheses, if desired).

Abbreviations can be used after the first occurrence of the full form of the term in the text: e.g., "dementia of the Alzheimer type (DAT)". Once the abbreviation has been introduced it should be used consistently.

If there exist doubts or controversies as to the meaning of a given term, the author should explicitly state how the term is being used in the text.

2.6. Sending manuscripts to the Editorial Office

Manuscripts and electronic form should be sent to us:

Redakcja PSYCHOGERIATRII POLSKIEJ
Fundacja Ochrony Zdrowia Psychicznego
ul. Nożownicza 4/8, 50-119 Wrocław, Poland

E-mail submissions should be sent to:

sekretariat@psychogeriatrya.fozp.org.pl.

If immediate contact with the editorial staff is needed, authors may call us at +(48) (71) 343 21 52, fax +(48) (71) 343 21 55