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Editorial requirements for publications submitted to „Almanach of the Office for Registration of Medicinal Products, Medical Devices and Biocidal Products”

Form of delivering materials

Authors should deliver their materials to the Almanach Editorial Team:

* via the following e-mail: [alm.redakcja@urpl.gov.pl](mailto:alm.redakcja@urpl.gov.pl)
* and in writing (to the Organisation and Quality Office - room 106)
* in the case of Office employees - material must be accepted by the head of the organisational unit in which a given employee works and by a member of the Management that supervises the operation of the given unit (President, Vice-President, or Director General),
* in the case of authors outside the Office - material must be sent by first-class mail or delivered to the Editorial Team in person.

Texts to be published in "Almanach" are reviewed and edited in accordance with publication requirements.

The Editorial Team reserves the right to change the title, make stylistic changes, use abbreviations, and introduce subheadings.

The Editorial Team may refuse to publish authors' material without providing reasons, especially in the following cases:

* The subject of the paper is not compliant with the "Almanach" scope;
* The Author does not give consent for all essential changes to the text to be made according to the orientation board, reviewer, or the editorial team;
* Text and/or iconography submitted by the Author do not meet the technical requirements stated below, especially when any necessary changes cannot be made by the editorial team and the author;
* Texts submitted in PDF, html formats, or other formats that are secondary processed and do not come from the word processor shall not be accepted.

The Editorial Team does not limit the length of texts but it is advisable to contact us before submitting texts that go far beyond the average length.

Only one author's correction is envisaged; it shall be made on a typeset document ("processed"). We strongly ask you to refrain from making extensive non-substantive changes - it should be kept in mind that such extensive changes to the text (or more often to its form) make it necessary to re-typeset the article from the beginning, and frequently have a negative effect on the entire structure of an "Almanach" issue.

General editorial requirements

Word processor

* Texts should be written in Microsoft Word

Text formatting

* Text: paper size should be A4;
* Page layout: Margins: standard (top 2 cm, bottom 2 cm, left 2 cm, right 3 cm; the text fully justified);
* Line spacing: single;



Font: Times New Roman 12 pt.; single space between words;

Paragraphs: without indentations;

Name of the author(s) (first name and surname): in the first line of text. Affiliation (or place of residence) is required in the footer (referring to the surname), including the address, name of institution, e-mail address - alternatively the surname and the academic degree of the unit head;

Title: in Polish, below it in English;

Abstracts: in Polish and English (a maximum of 8-10 lines), keywords and/or expressions: in Polish and English (a maximum of 3-8 words/expressions - medical terms should be derived from the MEDLINE/Index Medicus list; it is permitted to use a new word or expression if there is no equivalent of it yet);

Abstract, keywords, tables with titles, and captions for figures (including photographs): figures should be submitted separately - their recommended place in the text should only be indicated by inserting a numbered caption (caption no. must correspond to figure no.).

Detailed technical comments

The text should not be formatted (page makeup); it should not be aligned with spaces under no circumstances either.

The font should be unified: Times New Roman 12 pt, line spacing 1. Text emphasis may consistently appear in the type of: **bold**, s p a c e d - o u t words, or italics; underlines should be used occasionally. (The "Almanach" Editorial Team is not obliged to respect the above-mentioned emphasis types at all times).

Headings should be clearly listed (as either numbers: 1; 1.1; 1.1.1 or letters and numbers: 1., 1.A.; 1.A etc.); headings should not end with punctuation marks (full stop, colon) or be centered. The title, written in normal letters (not in all caps, i.e. block capitals), should be placed in a separate line - nothing more.

Subsequent paragraphs should be separated by one empty line.

Mathematical symbols, Greek letters and foreign characters should only be inserted in accordance with the Unicode standard. Otherwise, they may not be properly edited or printed.

If there is a necessity to insert text written in other alphabets than the Latin (the Cyrillic script, the Arabic or Hebrew alphabet), Unicode fonts should be used.

Abbreviations should always be explained when used for the first time in the text (including their appearance in the abstract). Apart from extreme cases, abbreviations should not be used in the title.

Subscripts and superscripts should be formatted in such a way so as to be clearly visible (e.g.: m2, H2SO3).

Hyphenation should not be used (disabling it is advisable).

Dates should be written uniformly, e.g. 17.02.2010 or January 17th 2010.

Spaces are not placed between the hyphen (correctly: abc-bca).

Punctuation marks should be placed right after the last letter/number; the space should be used right after a punctuation mark (correctly: abc; bca).

Double quotation marks should be used: bottom-top, without spaces between the quotation marks and text (correctly: „abc”).

Each table should be placed in a separate file. Tables should be numbered in Arabic numerals according to their order of appearance in the text.

Their locations should be indicated in the text.



The table caption and headers should be written in Polish and English. Information contained in tables should not be repeated in the text.

Table explanations, e.g. abbreviation explanations, are placed in footers under the table, and are marked as follows: „\*”, „\*\*”, „\*\*\*” etc.

Table captions (always above the table): e.g. Table 1. abc (the full stop is not placed after the table title).

* Figures and photographs should be numbered in Arabic numerals and provided in separate files.

Figures should be saved in one of the following formats: JPG, BMP, or TIF; the DPI of photographs sent in electronic form should be 300 and they should be saved in either TIF or JPG format.

Figures and photographs should not be placed in documents directly.

The caption and key should be written in Polish and English. Their locations should be indicated in the text.

Figure captions (always below the figure): e.g. Fig. 1. abc (the full stop is not placed after the caption).

* Please use numerical cross-references as the primary cross-reference type (in case when the number of cross-references is small, stars may be used, i.e. \*asterisks; in other cases, superscripts are preferred). Cross-references are placed in the text before punctuation marks (correctly: abc\*; abc2;). Notes to the main text are placed at the bottom of the page to which they refer to.
* Regardless of the subject of the paper, only international names for medicinal products and biocidal products should be used; authors' own names are permitted in the case of compound products if their use is absolutely necessary.
* References should be consecutively numbered according to their order of appearance in the text. These numbers should be Arabic and placed between square brackets without the space between the comma and consecutive number, e.g. [1,2,8-11].

References only given in tables or figure captions should be numbered according to the order of their first appearance in the text of a given table or figure. The rules adopted by the National Library of Medicine (Index Medicus) should be applied. Titles of periodicals should be shortened according to the method adopted by Index Medicus. Please refer to the List of Journals Indexed in Index Medicus for more information.

It is authors' obligation to check citation accuracy thoroughly.

Names of the first three authors should be given. If there are more, the abbreviation "et al." should be added. Examples of properly given references:

Articles:

* Yale SH, Glunch I. Analysis of the inhibitory potential of Ginkgo biloba, Echinacea purpurea and Serenoa repens on the metabolic activity of cytochrome P450 3A4, 2D6 and 2C9. J Altern Complement Med 2005; 11:433-439.
* Tacklind J, MacDonald R, Rutks 1 et al. Serenoa repens for benign prostatic hyperplasia. Cochrane Database Syst Rev. 2009; 15(2):CD001423.

Books:

* Philips S.J., Whisnant J.P. Hypertension and stroke. W: Laragh J.H., Brenner B.M. [eds.]. Hypertension: pathophysiology, diagnosis, and management. 2nd ed. Raven Press, New York 1995, pp. 345-349.

If you have any doubts, please contact Oleg Burdzenia, MSc, the "Almanach" layout editor (+48 606 496 566; +48 22 492 13 08; mail: [oleg.burdzenia@urpl.gov.pl](mailto:oleg.burdzenia@urpl.gov.pl)).

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