

Submission Manuscript Guidelines

The Polish Gerontology is the official journal for the Polish Society of Gerontology. The quarterly publishes peer-reviewed reports, original research papers on the biology of ageing, clinical and social gerontology, as well as articles on interdisciplinary issues relating to various aspects of the ageing process.

Please submit your papers electronically at: gerontologia@akademiamedycyny.pl

Instructions for authors

1. Only papers written in Polish or English are accepted, however, papers in English that have been approved for publication shall be published first.
2. In scientific investigations involving human subjects, experiments should be performed in accordance with the ethical standards formulated in the Helsinki Declaration. Informed consent for the research must be obtained from all participants and all clinical investigations. For papers involving human subjects, adequate documentation should be provided to certify that appropriate ethical safeguards and protocols have been followed according to the responsible Bioethical Committee on human experimentation (institutional or regional). Names should not be published in written descriptions, photographs, sonograms, CT scans, etc., nor should pedigrees, unless information is essential for scientific purposes and a patient (or a parent, or a guardian) has given their written informed consent for publication.
3. Manuscripts are received with the explicit understanding that they are not under simultaneous consideration by any other publication. Submission of an article implies that the work described has not been published previously.
4. Manuscripts that are incomplete or whose style does not follow the below guidelines shall be returned to the Authors without being evaluated. Articles following the below guidelines shall be registered and sent to independent reviewers to be evaluated. A paper shall be accepted for publication based on reviewers' positive opinions.
5. The dates of submitting and acceptance for publication are labeled at the end of each manuscript.
6. Submitted manuscripts are anonymously reviewed by two impartial experts to determine their originality ("double-blind review"), scientific merit, and significance to the field.
7. Reviewers shall remain anonymous, but their comments will be available to authors.
8. There are several types of decision possible: accept the manuscript as submitted; accept it with revision; accept it and invite the authors to revise the manuscript before a final decision is reached; accept it with encouragement to resubmit it after extensive revision; outright rejection.
9. Page proofs with reviewer's remarks will be sent to corresponding author for examination and corrections.
10. Information about accepting the manuscript for publication will be sent to the corresponding author.
11. Corrected proofs should be returned to the Editor within seven days of posting by the Editor. Authors are responsible for obtaining the Editor's permission for any changes in the time for returning proofs.
12. When submitted manuscripts are not accepted for publication, they will be destroyed according to the Editorial office's schedule.
13. The Editors reserve the right to make corrections in style and nomenclature without Authors' permission.
14. Authors should return the final, revised manuscript by e-mail: gerontologia@akademiamedycyny.pl
15. Manuscripts of original papers should not exceed 10 pages, review articles – 12 pages, case reports – 8 pages. One page is generally limited to 1800 characters including spacing.
16. The electronic version of the text should be submitted as an MS Word 98 or above. All illustration and scan files should be in the TIFF format. For vector graphics, the digital formats of Adobe Illustrator for version CC(2014) and Corel Draw for version X7 are accepted; for graphs and diagrams - MS Excel or MS Word.
17. The text and figures must be uploaded as separate files. Files should be named with the corresponding Author's surname and "text.doc", "fig 1.doc", "fig2.doc" name and extension formats, etc.
18. The paper should be laid out as follows:
Provide the following data on the title page (in the order given): The article's title (English and Polish), Authors' names and institutional affiliations, the name of department(s) and institution(s) to which the work should be attributed, keywords (English/Polish, maximum of 6 key words), full postal address of the corresponding Author, Authors' ORCID numbers (if available), an abstract in Polish (maximum length of 200 – 250 words in case of original works and 100 – 150 in case of review articles or clinical cases. An abstract should state briefly the purpose of the research, principal results and major conclusions. An abstract in English (maximum length of 200 – 250 words in case of original works and 100 – 150 in case of review articles or clinical cases, an abstract should state briefly the purpose of

the research, principal results and major conclusions, source(s) of support in the form of grants, equipment, drugs, or all of these.

Arrangement of the article (for original papers): Introduction, Abstract/Purpose of the work Experimental/Material and methods, Results, Discussion, Conclusions, Acknowledgements, References.

19. Tables, illustrations, vector graphics and photographs should be prepared and submitted on separate pages. All figures should be numbered in the order of their citation in the text and legends should be in Polish and English (tables - Roman numerals; illustrations, vector graphics and photographs - Arabic numerals).
20. References should exceed in number, and should in general be limited according the paper type: for original papers – up to 30, for review articles – up to 40 items. They must be numbered in their order of appearance in the text.
21. References should be identified in the text, tables, and legends by Arabic numerals in square brackets.
22. It is allowed to use the following style for the references list: surname and initials of all authors separated by a comma, followed by a full stop, then the article title (or the book title), a full stop, the name of the journal should be abbreviated according to the style used in the Index Medicus, the year, a semicolon, the volume number, a colon, the first and the last page (for books: the city, a colon, the publisher, a semicolon, the year, a colon, pages). When there are more than six authors, only the first six authors are listed, followed by „et al.”, i.e.:
 1. Jakobsson U, Hallberg IR. Loneliness, Fear and quality of life among the elderly in Sweden: a tender perspective. *Aging Clin Exp Res.* 2005;17(6):494-501.
 2. Wojszel Z.B., Bień B. Wielkie problemy geriatryczne – rola zespołu terapeutycznego w opiece nad pacjentem. In: Kędziora-Kornatowska K., Muszałik M. (ed.). *Kompedium pielęgnowania pacjentów w starszym wieku. Podręcznik dla studentów i absolwentów kierunku pielęgniarstwo.* Lublin: Wydawnictwo Czelej; 2007:97-114.

Quoting from electronic sources is accepted.

23. A paper ought to be brief and observe general style and spelling rules.
24. International generic rather than trade names of drugs should be used. Trade or manufacturers' names should only be used in brackets.
25. All abbreviations should be spelt out in full the first time they are used.
26. A paper submitted for publication should be accompanied by a Declaration of 'Conflict of Interest' and a 'Cover Letter' with a statement by the Author(s) confirming that the paper has not been and will not be published elsewhere and that there is no instance of misconduct ("ghostwriting" and "guest authorship").
27. First Author/corresponding Author shall receive 1 copy of the issue in which the article shall be published. They shall be sent to the author(s) free of charge.
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30. The Polish Gerontology has its website featuring full versions of printed papers as well as news published by the Editorial Team.
31. Publication fee

After accepting the manuscript for publication, and before it is printed, the Author ought to pay the fee of:

400 PLN (including VAT), if the First author is a member of the Polish Gerontological Society (with proof of payment of the subscription for the current year).

500 PLN (including VAT), for Authors who are not members of the Polish Gerontological Society.

The remittance should be marked "article fee/Gerontologia Polska/Author's name/title of the article".

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