

Instruction to Authors

Innovations in Nursing and Health Sciences is an international quarterly, in which there are published in the electronic version the peer-reviewed original articles (experimental and clinical research), demonstrative and case studies in the field of nursing and health sciences. It also publishes letters to the editor, editorials, book reviews, reports and materials from scientific conferences, announcements of planned scientific congresses and conferences. The journal is addressed to a wide range of specialized nursing environment and to those associated with health sciences. The Editors respect the principles included in the Declaration of Helsinki and in the Interdisciplinary Principles and Guidelines for the Use of Animals in Research, Testing and Education and it is expected that all research involving humans or animals must be approved of by the Local Ethical Committee. Information on obtaining the consent should be included in the text.

The basic principles of reviewing work

Received manuscripts are preliminarily assessed by the editors. Manuscripts that do not meet the basic conditions for publication, as well as those incomplete or prepared in compliance with the principles, shall be returned (rejected) to the authors without substantive assessment. Manuscripts that meet the basic conditions of publication shall be registered and then submitted to the evaluation by two independent reviewers. The reviews shall be forwarded to the authors, who shall be requested to respond to them. Having received positive assessment, editorial work shall be qualified for printing. The author shall receive an article for the author's corrections. Correction of an original text must be returned to the Editor within three working days. Otherwise, the article shall be withdrawn from the journal. Changes to the author's correction shall be introduced under the responsibility of the author. The printed article shall become the property of the Editor / Publisher.

To the work there must be attached the Declaration form, authorship criteria (Annex), the license agreement with the author (Annex) as well as the statement from the author (Annex) indicating that the work has not been published before and has not been submitted to the editor of another journal and that there is no conflict of interests of the parties. In the case of previous publication of the material, there must be attached a written consent from the previous publisher as well as from the authors of the original work. Also, the author declares that they transfer automatically and free of costs the copyright to the publishing and distribution of the material submitted in all available forms and in all known fields of operation to the Editorial / Publisher, provided that the material has been approved for publication (Annex license agreement with the author). Also, the author agrees that the work will not be published elsewhere in any language without the prior written consent of the copyright holder, ie the Editor / Publisher. The author also determines their contribution to the work, according to the criteria included in the form. The authors of works shall be liable for the reliability of the information included in the form and shall be also obliged to personal submission of the form.

Manuscript preparation

Editors shall accept works written in Polish and English. The volume of work including illustrative material, references, and summary should not exceed 15 typed pages (1 page of manuscript contains 1800 characters). Work should be written on one side of A4 paper in

Word, size 12 pts., double spacing, while maintaining margins of approximately 2.5 centimeters. The text should not be formatted. Each part of the manuscript should start from a new page:

front page,

abstract including key words (in Polish and English),

text,

references,

tables and figures.

References to the literature should be marked in the text with Arabic numerals and placed in brackets, with no space between the comma and the next number, eg. [3,4,8-10], in accordance with the order of citation. The Authors shall be liable for the accuracy of citations. Tables and figures should be confined to a minimum. Tables and figures (photographs, drawings, charts, etc.) are numbered in Arabic numerals. In the text there cannot be used any distinctions, underlining or any special text formatting. Pages should be numbered consecutively, starting with the front page. Abbreviations, along with the development, should be placed in brackets after the defined term with their first appearance in the text. Abbreviations not accepted by international groups of experts ought to be avoided. It is advisable to administer international names of drugs, not commercial specimen. Results of biochemical and of other tests should be given in units consistent with the SI.

Original article

Original paper should have the following layout:

- front page,
- abstract (with keywords),
- introduction (with the aim of work),
- material and methods,
- results,
- discussion,
- conclusions,
- recommendations for nursing practice,
- possible acknowledgements,
- references,
- tables and figures.

The front page should include:

- first names and surnames of authors, the name of the company or institution where the work was done from which affiliation (or along with the function - applies to persons not affiliated with the university);

- the title of the paper in Polish and English and the short title in Polish and English (up to 50 characters); title of the work, the Polish and English languages, should be in bold, using center alignment;

-information about possible grants and other sources of financing

-address for correspondence (name, address, telefax e-mail).

The abstract should be written in Polish (up to 300 words) and English (up to 300 words). It should consist of: Introduction, Aim, Material and Methods, Results, Conclusions. No abbreviations should be applied. Under The Abstract should there should be from 3 to 6 key words in Polish and English recommended by the Medical Subject Headings Index.

The Review Article

The Editorial Board accepts only review articles or those ordered by or prepared for after prior arrangement with the Editor of the journal.

A Review article should have the following layout:

- front page,
- abstract (with keywords),
- introduction (with the aim of work),
- overview,
- conclusions,
- acknowledgements,
- references,
- tables and figures.

The front page should include:

-names of authors, the name of the company or institution where the work was done / from which affiliation (possibly with the function - applies to persons not affiliated with the university);

- the title of the paper in Polish and English and a short title in Polish and English (up to 50 characters); title of the work, in the Polish and English languages saved in bold, using center alignment;

-address for correspondence (name, address, telefax e-mail).

The abstract should be written in Polish (250 words) and English (250 words); It must reflect the work and conclusions. Any abbreviations should not be applied. Under the abstract there should be from 3 to 6 key words in Polish and English recommended by the Medical Subject Headings Index.

Case Report Article

The Editorial Board accepts articles interesting description of a clinical case of a patient or modern solutions in the field of nursing, management, improvement.

A case should have the following layout:

- front page,
- abstract (with keywords),
- introduction (with the aim of work),
- presentation of the case,
- discussion,
- conclusions,
- acknowledgements,
- references,
- tables and figures.

The title page should include:

-names of authors, the name of the company or institution where the work was done / from which affiliation (possibly with the function - applies to persons not affiliated with the university);

- the title of the paper in the Polish and English languages and a short title in Polish and English (up to 50 characters); title of the work, in the Polish and English languages, saved in bold, using center alignment;

-address for correspondence (name, address, telefax e-mail).

The abstract should be written in Polish (250 words) and English (250 words); It must reflect the work with the conclusions. Abbreviations should not be applied.

Under the abstract there should be from 3 to 6 key words in Polish and English recommended by the Medical Subject Headings Index.

Acknowledgements

Persons / institutions cooperating with the authors, who do not fulfill however the criteria for

authorship, and who contributed in any form to the creation of the work should be included in the acknowledgments. Should there be detected any cases of scientific misconduct they shall be denounced, including notification of relevant entities (eg .: institutions employing the authors, scientific societies, associations of scientific editors, etc.).

Tables

Tables should be attached to work separately, excluded from the text (in separate files). Tables should be numbered in Arabic numerals. The table title in English is to be placed above the table. Descriptions inside the table should be in the English language. It should be noted in the text where the tables should be placed.

Figures, photographs, drawings

Figures should be attached to work separately, excluded from the text (in separate files). Figures (photographs, drawings, charts, etc.) should be numbered in Arabic numerals. The title of the figure in the English language should be placed under the figure. Descriptions included in the figures should be in the English language. Figures should be prepared in TIFF, JPG (300 dpi) or EPS. It should be noted in the text where the figures should be placed. Colour or black and white photographs should be provided with a resolution of at least 300 dpi, taking into account the size in which it will be published. It is unacceptable to incorporate photos to MS Word. Material scanned should be supplied in separate files saved as a bitmap in formats: TIFF, JPG or EPS. The place of incorporation should be marked on the left margin. If the photographs are by other authors, there should be included the name of the author with the attached consent to their publication. The publisher shall not accept a photocopy of graphic material, or material from the Internet.

References

The authors are responsible for the correctness of the literature quoted. Quoting the works should be limited only to the latest positions directly related to the presented text. The works cited should be numbered and arranged in order of citation (not in alphabetical order). Such phrases as "in print", "in preparation", "verbal information" should not be used.

An example of a journal citation

There should be included the names and initials of all the authors, the title of the work, the complete name of the journal or its short title (according to the Medicus Index) the year of publication, the volume number, the number of both the first and final page. If there are seven or more authors, the names of three first authors should be listed, followed by the “ i wsp.” or “et al” phrases.

- Hinkle J.L., Fitzpatrick E. Needs of American relatives of intensive care patients: Perceptions of relatives, physicians and nurses. *Intensive & Critical Care Nursing*. 2011;27(4):218–225.
- Ślusarz R., Beuth W., Książkiewicz B. Postsurgical examination of functional outcome of patients having undergone surgical treatment of intracranial aneurysm. *Scandinavian Journal of Caring Sciences*. 2009;23(1):130–139.

Example of book citation

There should be included the names and initials of all the authors, title, the publisher’s name, place and year of publication. If there are seven or more authors, the names of three first authors should be listed, followed by the “ i wsp.” or “et al” phrases.

- Woodward S., Waterhouse C. *Oxford handbook of neuroscience nursing*. Oxford University Press, New York 2009.

- Ślusarz R.

Wybrane standardy i procedury w pielęgniarstwie neurochirurgicznym. Naczelna Izba Pielęgniarek i Położnych, Warszawa 2008.

Example of a book chapter citation of a collective edition

There should be included the names and initials of all the authors, the title of the chapter, the editor's / editors' name(s), the title of the book, the publisher's name, the place and date of publishing and pages year of publication. If there are seven or more authors, the names of three first authors should be listed, followed by the "i wsp." or "et al" phrases.

- Hickey J.V., Buckley D.A. Cerebral aneurysms. In Hickey J.V. (Ed.), Neurological and neurosurgical nursing. Lippincott Williams & Wilkins, Philadelphia 2003;521–548.
- Ślusarz R. Diagnoza pielęgniarstwa i plan opieki nad chorym na stwardnienie zanikowe boczne. W: Jaracz K., Kozubski W. (Red.), Pielęgniarstwo neurologiczne. PZWL, Warszawa 2008;379–386.

Example of citation of electronic sources.

There should be included the names and initials of all the authors, the title, date of entry to the site page. If the number of authors are seven or more lists the names of the first three, and they shall include "et al." or "et al".

- Altschul D.

Intracranial Arteriovenous Malformation. Retrieved April 27, 2011, from <http://emedicine.medscape.com/article/>.

Sending the manuscript to the Editor

All manuscripts along with attachments should be sent in hard copy as well as in electronic version to the Editor of the journal to the addresses listed on the journal's website. Editors reserve the right to correct stylistic mistakes and make shortcuts. For works published in the journal the authors shall not receive remuneration. The Editorial shall not provide the authors with free copies of the journal (the journal in electronic version).

Declaration form and authorship criteria

I. Declaration form

I hereby declare, that the work entitled.:

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- has been prepared in accordance with the principles of work publishing
- all the authors listed, as well as the management of the institution, in which the work was created, after having been acquainted with its contents give their consent to its publication
- all sources of financing have been included in it
- there is no conflict of interest of any of the parties

II. Authorship criteria form

Zastrzega się, że wszelkie wykryte przypadki nierzetelności naukowej będą demaskowane, włącznie z powiadomieniem odpowiednich podmiotów (np.: instytucje zatrudniające autorów, towarzystwa naukowe, stowarzyszenia edytorów naukowych itp.).

Wkład poszczególnych autorów w powstanie pracy, wg kryteriów:

- A. Concept and the design of the research
- B. Data collecting and/or collating
- C. Data analysis and interpretation
- D. Statistical analysis
- E. Article writing
- F. Search for references
- G. Critical reviewing of the article
- H. Approval of the final version of the article
- I. Raising funds (eg .: financial)
- J. Others (to be mentioned)

First name and surname of the author	Contribution to the creation of the work (Descriptive or by letter symbol)

.....
(date)

.....
(signature)