

Instruction for Authors

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Instructions for authors: <http://www.pjm.microbiology.pl/> and <http://pjm.indexcopernicus.com/>

Scope

Polish Journal of Microbiology publishes descriptions of all aspects of basic and applied research that focus on topics of practical value in microbiology. Topics that are considered include microbiology in the area of basic biological properties of bacteria and archaea, viruses, and simple eukaryotic microorganisms, genetics and molecular biology, microbial ecology, medical bacteriology, public health as well as food microbiology, industrial microbiology and bacterial biotechnology.

A manuscript of the original paper (full length paper and short communication) submitted to *Pol. J. Microbiol* must present reports of original research that have not been previously published and are not being considered for publication elsewhere. All authors of manuscripts are responsible for their content and it is assumed that they all have contributed substantially to the presented research, read and approved the manuscript.

Minireviews in areas of particular interests and importance in microbiology are also published. They are usually invited, but authors wishing to submit a mini-review should contact the Editor in Chief directly for further information

How to Submit Manuscripts

Manuscripts should be submitted at <http://pjm.indexcopernicus.com/>. The system requires one-time registration. The selected login and password allow future submission of new articles as well as checking the status of the editorial processing of a manuscript already submitted. A short instruction for authors on how to use the system is given below. To ensure best cooperation with the editorial office submitted manuscripts should meet the following requirements:

- Manuscript files (text and tables) should be in Word 7 format (old version with extension .doc). Initial versions of figures and photos should be prepared as single jpg or pdf files
- After receiving a **Letter of Acceptance**, please submit illustrations at their intended publication size in tiff format (with LZW compression) at the correct resolution: 300 dpi for greyscale and colour, 600 dpi for combination art (lettering and images) and 1200 dpi for line art. Halftone images (those with various densities or shades) must be prepared in tiff, not bitmap or jpg. For instructions on creating acceptable tiff files, refer to the Cadmus digital art [website](#).
- The manuscript should be accompanied by a cover letter stating the postal address, phone and fax numbers and e-mail of the corresponding author who is responsible for all correspondence regarding the submitted paper. Receipt of each manuscript will be automatically confirmed by e-mail to the corresponding author. The manuscript will be assigned a PJM number which the corresponding author is asked to refer to in all correspondence with the editors. Correspondence is mainly by e-mail.
- The manuscript should contain a "running title", about 50 characters in length, including spaces.
- Before writing a manuscript the authors are advised to consult a current issue of the *Polish Journal of Microbiology* and carefully read the Instructions for Authors (available at www.pjm.microbiology.pl and printed in the first issue of every volume) in order to be familiar with the general form of papers published.

- The manuscript should be written in English. Grammar, syntax and spelling must be carefully checked **before** submission of the paper. Authors who are unsure of proper English usage should have their manuscript checked by someone proficient in both the English language and biological terminology. Manuscripts may be rejected on the basis of poor English or lack of conformity to accepted standards of style before the review process.
- After submission of the manuscript, only internal messaging system available through <http://pjm.indexcopernicus.com> web page after login should be used.

There is no page charge for publication in *PJM*, except for colour illustrations. If you encounter problems with electronic submission of the manuscript, please contact us at: pjm@microbiology.pl

The Review Process

All manuscripts are subjected to pre-screening by the Editor in Chief and can be rejected at this stage or returned for corrections before evaluation (if they do not meet the criteria given in the Instruction to Authors, including language quality or are out of the scope of *PJM*). After passing the pre-screening stage the manuscripts are processed by one of the editors and sent to at least one qualified outside referee, but the editors themselves may also act as reviewers. Authors may suggest, in the cover letter, the names (together with contact details) of up to 5 potential referees which may be used at the discretion of the editor. When a manuscript is returned to the authors for revision, it should be sent back to the editorial office within 3 months; otherwise it may be considered withdrawn.

When the manuscript is accepted for publication the transfer of copyright to the Publisher takes effect. The articles are generally printed in no more than three months after returning the corrected version and obtaining its final acceptance.

The entire process of review and manuscript preparation is carried out electronically. **All messages to the editor must be sent via internal messaging system available on the <http://pjm.indexcopernicus.com/> web page after login.** The author can also track the status of the manuscript using journal submission system <http://pjm.indexcopernicus.com/>

Preparation of Manuscripts

Regular paper

The manuscript of the full length original paper in general should not exceed 20 typed pages (up to 1800 characters per page) including tables and figures. Type every portion of the manuscript double-spaced using 12 points Times New Roman. Do not use bolded fonts except for subtitles or italics except for microorganism names (*Escherichia coli*), genetic loci (*repA*) or Latin words like: *in vivo*, *et al.*, *etc.*, journal title abbreviations (*J. Bacteriol.*) and book titles (not titles of the chapters). No part of the manuscript should be underlined and written using CAPITAL letters). Number all pages in sequence, including abstract, tables, figures and figure legends.

The full length paper should be divided into the following sections written in sequence: Title, Abstract, Introduction, Experimental: Materials and Methods, Results, Discussion, Acknowledgments, Literature.

Title

The title should describe the contents of the paper in a concise but attractive for readers way. Below

the title of the manuscript include: full name (including first name and middle initial) of each author, name of the institution(s) at which the work was performed, or each co-author's affiliation if different.

Street address, telephone/fax number and e-mail address should be given only for the corresponding author and placed in the footnote at the bottom of the first page.

Abstract

Limit the abstract to 250 words or fewer. Because the abstract will be published separately by abstracting services, it must be complete and understandable without reference to the text. It should be written in an impersonal form. Abbreviations, diagrams and references are not allowed.

Keywords

Up to five keywords or short phrases should be given below the abstract. If names of microorganisms are used, they should precede the key words, and be followed by the latter in alphabetical order. All keywords should be relevantly connected with the subject matter (avoid common terms like: bacteria, medium, soil, temperature etc.) as they will be used for indexing purposes.

Introduction

The introduction should provide background information to allow the reader to understand and evaluate the results of the present study and describe the purpose of the undertaken research. However, broad "academic lectures" on the subject and extensive literature reviews should be avoided.

Experimental

Materials and Methods

This section should contain description of materials (biological and others) used and sufficient technical information so that the experiments can be repeated. For commonly used materials and methods (e.g. commonly used media, protein determination) a simple reference is sufficient. Novel or modified procedures should be described in detail.

When a large number of microbial strains or mutants were used in a study, include strain tables identifying the sources and properties of the strains, mutants, bacteriophages, plasmids, etc. For names of microorganisms, follow the guidelines of the International Nomenclature Committee (up to date names available as validation list of International Journal of Systematic and Evolutionary Microbiology). Species names are written in full the first time the name appears in text; subsequently, only use the first letter of the genus name followed by the species epithet (e.g. *Escherichia coli*, then *E. coli*). Genetic loci are italicized (*repA*), protein products of the loci are not italicized (RepA).

The source of materials (media or chemicals) should be indicated if critical for the validity of experimental results. For centrifugation conditions preferably give the centrifuge forces in "g" (10 000 x g) rather than rpm.

Units of measurement should be used in SI system, but for practical reasons, some exceptions to SI units are allowed; e.g. for litre use "l" not "L" (1 l not 1 L, 20 mg/ml not 20 mg/mL). Always include a space between the number and the unit (2 mM not 2mM).

Results

In the "Results" section, include only the results of the experiments; reserve extensive interpretation of the results for the "Discussion" section. When justified by the nature of the paper the „Results" and „Discussion" sections may be combined (e.g. "Results and Discussion"). Present the results as concisely as possible and illustrate them with tables or figures if applicable (presentation of the same results in both tables and figures is not acceptable). Avoid the use of graphs to present data

that might be more concisely presented in the text. Limit illustrative materials to those that are absolutely necessary to demonstrate the original experimental findings. Number figures (Arabic numerals) and tables (Roman numerals) in the order in which they are cited in the text, and be sure to cite all figures and tables.

Tables. Each table must be typed on a separate page and numbered with a Roman numeral (Table I., etc.) in the order it is cited in the text. The headings should be sufficiently clear so that the data will be understandable without reference to the text. Explanatory footnotes are acceptable. Prepare your tables as simple as possible in Word, not in Excel. No "decorative" frames should be made. **Figures** (graphs, diagrams etc.) should be submitted ready for reproduction, each on a separate sheet. The preferred graphic application is Photoshop or CorelDraw saved in tiff format (with LZW compression). Figures should be numbered as in the text (Arabic numerals, Fig.1., etc.) and marked with the name of the first author. Figures should be understandable without referring to the text. Original recorder tracing (outprints) of NMR, IR, ESR spectra etc. are not acceptable for reproduction; they should be redrawn. Figure titles and legends must be listed on a separate page. Photographs need to be in good quality with proper resolution used (minimal resolution are 300 for halftones and 600 dpi for combination of photos with lettering). Colour illustrations can be made only at the author's expense (further details are available at the Editorial Office).

New nucleotide sequences must be accompanied by the accession number obtained from proper databases and should be included in the text.

Discussion

The "Discussion" should provide an interpretation of the obtained results in relation to previously published work and to the experimental system at hand and should not contain extensive repetition of the „Results" section or reiteration of the introduction. In some papers the Results and Discussion can be combined into one section as mentioned above.

Acknowledgements

Acknowledgements for financial support and for a personal assistance (with the permission of person named) are given in two separate paragraphs below the main text.

Literature

It is the responsibility of the authors to verify each reference against the original article as well as make sure that each paper cited in the text is included in the list. Keep the number of citations reasonable, avoid exhaustive citations of "historical" papers except if absolutely necessary. In the text references should be cited by the names of the authors and the year of publication, e.g. Nowak and Kowalski (1999) stated that...; as previously described (Nowak and Kowalski, 2000; Nowak, 2005). When a paper has more than two authors, the first author's name should be followed with et al. and the year of publication, e.g. Nowak *et al.*, 2002. While references occur that are not identified by the authors' names and year, use a, b etc. after the year (Nowak *et al.*, 2002a; 2002b). The list of the papers cited (Literature) must be arranged alphabetically according to the last name of the first author and not numbered. Papers with one only author are listed in chronological order (the earliest first); papers with two authors are listed alphabetically according to the last name of the first author and by the last name of the second author; paper with three or more authors appear as those with two authors and are listed chronologically. When the paper has more than ten authors, give the names of the first ten, followed byand others. For citations of books, books chapters, thesis, printed conference proceedings etc. see examples given below.

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Examples of literature citations

Books and book chapters:

Sambrook J., E.F. Fritsch and T. Maniatis. 1989. *Molecular Cloning; a Laboratory Manual*, 2nd ed. Cold Spring Harbor, NY: Cold Spring Harbor Laboratory.

Snyder L. and W. Champness. 2003. *Molecular Genetics of Bacteria*. 2nd ed. ASM Press, Washington, D.C.

Funnel B.E. and G.J. Phillips (eds). 2004. *Plasmid Biology*. ASM Press, Washington, D.C.
Belfort M., V. Derbyshire, M.M. Parker, B. Cousineau and A.M. Lambowitz. 2004. Mobile introns: pathways and proteins, pp. 761-783. In: Funnel B.E. and G.J. Phillips (eds). *Plasmid Biology*. ASM Press, Washington, D.C.

Journal articles:

1 author:

Eckhardt T. 1978. A rapid method for identification of plasmid desoxyribonucleic acid in bacteria. *Plasmid* 1:584-588.

2 authors:

Solyga A. and D. Bartosik. 2004. Entrapment vectors - how to capture a functional transposable element. *Pol J. Microbiol* 53: 139-144.

3 to 10 authors:

Bartosik D., M. Szymanik and J. Baj. 2004. Identification and distribution of insertion sequences of *Paracoccus solventivorans*. *Appl. Environ. Microbiol.* 69: 7002-7008.

More than 10 authors:

Roberts R.J., M. Belford, T. Bestor, A.S. Bgagwat, T.A. Bickle, J. Bitinaite, R.M. Blumenthal, S.K. Degtyarey, D.T. Dryden, K. Dybyig and others. 2003. A nomenclature for restriction enzymes. DNA methyl-transferases, homing endonucleases and their genes. *Nucleic Acids Res.* 31: 1805-1812.

Papers in a language different than English - the title should be translated into English and the original language should be stated in parenthesis.

Bartosik D. 2001. Bacterial plasmids stability (in Polish). *Post. Biochem.* 47: 138-145.

Ph.D. Thesis:

Szymanik M. 2006. Ph.D. Thesis, (title optional). Warsaw University. Warsaw. Poland

Conference materials (exceptionally):

Dziewit L., M. Jazurek, L. Drewniak, J. Baj and D. Bartosik. 2006. Identification of a novel family of addiction systems. Abstracts of *International Plasmid Biology Conference. Plasmid Biology 2006*. Fallen Leaf Lake, South Lake Tahoe California. USA. p. 163.

Papers in press or personal communication and unpublished results should not be included in the Literature citation list.

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material (in total no more than 3 figures and tables). They undergo the same review process as full length papers and are not printed more quickly.

Minireviews

Minireviews are published in areas of particular interest and importance. They are usually invited, but all authors wishing to submit a minireview are welcome. Authors need to be experts on the topic reviewed documented with published achievements in the field.

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