

The instruction for the authors submitting papers to the quarterly HIGHER SCHOOL'S PULSE

The quarterly journal **HIGHER SCHOOL'S PULSE** is a peer-reviewed scientific journal, open to students, graduates and staff of medical high schools.

Our mission is to lay foundations for cooperation and an exchange of ideas, information and experience in nursing, midwifery, physiotherapy, cosmetology and public health.

The Editorial Board accepts **manuscripts written in Polish and/or English**. They may be considered for publication in the following sections of the quarterly:

- **Original papers**
- **Reviews**
- **Case reports/studies**
- **Reports**
- **Announcements**

The priority will be given to original papers and/or articles written in English. The submitted manuscripts should meet the general **standards and requirements** agreed upon by the International Committee of Medical Journal Editors, known as "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals" (see: <http://www.icmje.org/icmje-recommendations.pdf>). They should also conform to the high quality editorial procedures and practice (formulated by the Index Copernicus International Scientific Committee as Consensus Statement on Good Editorial Practice 2004).

Submitted manuscripts are sent to two independent experts for scientific evaluation. The authors will receive the reviews within several weeks after submission of the manuscript. The reviewers, whose names are undisclosed to the author, may qualify the paper for:

- immediate publication,
- returning to authors with suggestions for modification and improvement, and then publishing without repeated review,
- returning to authors for rewriting (according to the reviewer's instructions or requests), and then for publishing after a repeated review,
- rejection as unsuitable for publication.

The Editorial Board reserves a right to adjust the format of the article or to shorten the text, if necessary. The authors of the accepted papers will be notified in writing. The manuscripts requiring modification and improvement or rewriting will be returned to the authors.

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Ethical issues. Authors are obliged to respect patients' confidentiality. Do not publish patients' names, initials, or hospital numbers. Written permission to use patients' pictures and their informed consent must accompany such materials. In reports on the experiments on human subjects, it should be clearly indicated whether the procedures were approved by a local ethical committee. Information on this approval should be provided in the "Material and methods" section of the manuscript.

The author is obliged to prove (in References section) that he knows the achievements of the journal, which he had submitted his manuscript to. He has also accepted an obligation to quote the accepted for publication paper in other journals, in accordance with their subject. Manuscripts of authors who do not adapt to these requirements will not be accepted for the editorial proceedings.

Sources of financial support and conflict of interests. The authors should give the name of the supporting institution and grant number, if applicable. They should also disclose any relationships (especially financial arrangements) they may have with the sponsor, other subject, institution, commercial company, or a product-understudy that could be construed as causing a conflict of interest with regard to the manuscript under review.

Ghostwriting, guest authorship is a manifestation of scientific misconduct, and any detected cases will be unmasked, including notification of the relevant entities (institutions employing the authors, scientific societies, associations, scientific editors, etc.).

Editors require the identification of funding sources of publications, information about contribution to research from institutions, associations and other entities (the rule: *financial disclosure*).

Editors continuously monitor and document any signs of scientific misconduct, especially violations and breaches of ethics applicable in the study.

HIGHER SCHOOL'S PULSE has been indexed in: Index Copernicus (ICV 2014: 65.78) Ulrich's™ International Periodicals Directory, CEJSH, EBSCO and PBN.

**The papers should be sent ONLY through e-mail:
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We are asking for preparation the manuscript in Word, 12 points, according the following guidelines:

1. Title in Polish and English, first names and family names of all authors and the institutional affiliation of each author – till 600 characters (with spaces).

It should be established the role and the participation of every co-author in preparing the manuscript according to the enclosed key:

- A – study design,
- B – data collection,
- C – statistical analysis,
- D – data interpretation,
- E – manuscript preparation,
- F – literature search,
- G – funds collection.

2. Summary in Polish and English and keywords in Polish and English (3–6) – till 2000 characters (with spaces).

A structured abstract (Summary) of the original papers should follow the main text structure (excepting Discussion). In Summary four parts should be distinguish (also in case reports): Background, Material and methods, Results and Conclusions.

3. Main text without summaries but with references and the full name and address (including telephone, fax and e-mail) of the corresponding author – till 15,000 characters (with spaces).

References should be indicated in the text by Arabic numerals in square brackets (e.g. [1], [6,13]), numbered consecutively, including references first cited in tables or figure legends. Only the most essential publications should be cited. Avoid using abstracts as references. Unpublished observations or personal communications cannot be used. The list of references should appear at the end of the text in numerical order. Titles of journals should be abbreviated according to the format used in Index Medicus, and written in italics, without punctuation marks.

The style of referencing that should be strictly followed is the Vancouver System of Bibliographic referencing. Please note the examples for format and punctuation which **should be** followed:

- a) Journal article (list all authors; if more than 6 authors, list the first six authors followed by et al.)
 - DuPont HL, Ericsson CD, Farthing MJ, Gorbach S, Pickering LK, Rombo L, et al. Expert review of the evidence base for prevention of travelers' diarrhea. *J Travel Med* 2009; 16: 149–160.

- b) No author
 - 21st century heart solution may have a sting in the tail. *BMJ* 2002; 325(7357): 184.
- c) Electronic journal/WWW page
 - Thomas S. A comparative study of the properties of twelve hydrocolloid dressings. *World Wide Wounds* [serial online] 1997 Jul [cited 3.07.1998]. Available from URL: <http://www.smtl.co.uk/World-Wide-Wounds/>
- d) Books/Monographs/Dissertations
 - Milner AD, Hull D. *Hospital paediatrics*. 3rd ed. Edinburgh: Churchill Livingstone; 1997.
 - Norman IJ, Redfern SJ, editors. *Mental health care for elderly people*. New York: Churchill Livingstone; 1996.
 - *NHS Management Executive. Purchasing intelligence*. London: NHS Management Executive; 1991.
 - Borkowski MM. Infant sleep and feeding: a telephone survey of Hispanic Americans [dissertation]. Mount Pleasant (MI): Central Michigan University; 2002.
- e) Chapter within a book
 - Weinstein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Sodeman WA jun, Sodeman WA, editors. *Pathologic physiology: mechanisms of disease*. Philadelphia: WB Saunders, 1974: 457–472.
- f) Conference proceedings
 - Harnden P, Joffe JK, Jones WG, editors. *Germ cell tumours V*. Proceedings of the 5th Germ Cell Tumour Conference; 2001 Sep 13–15; Leeds, UK. New York: Springer; 2002.

Figures, photographs, charts should be included into the text and should be sent in the separate files (pictures – .jpg files, charts – Excel files).

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All submitted manuscript are analyzed by a web-based anti-plagiarism system (www.plagiat.pl).

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