

## Instruction for Authors

### SCOPE

**Polish Journal of Microbiology (PJM)** publishes original research articles describing various aspects of basic and applied microbiological research. We are especially interested in articles regarding

- basic biological properties of bacteria and archaea, viruses, and simple eukaryotic microorganisms
- genetics and molecular biology
- microbial ecology
- medical bacteriology and public health
- food microbiology
- industrial microbiology
- bacterial biotechnology

A manuscript of the original publication (full length paper and short communication) submitted to *PJM* 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. Mini-reviews in areas of particular interests and importance in microbiology are also published.

### HOW TO SUBMIT A MANUSCRIPT

Manuscripts should be submitted at <http://pjm.indexcopernicus.com/>. The system requires one-time registration. The selected login and password allows future submission of new articles as well as checking the status of the editorial processing of a manuscript already submitted. Manuscript will be assigned a reference number, that should be used in all future correspondence with the editorial office. After manuscript registration, all correspondence to the editorial office should be directed via internal messaging system available through <http://pjm.indexcopernicus.com> web page. In case of technical problems with the electronic submission, please contact directly Index Copernicus at [office@indexcopernicus.com](mailto:office@indexcopernicus.com)

### ARTICLE PAYMENT CHARGES

All articles require the payment of an Article Publication Charges (APC)

Publication fee for all types of articles is 250 USD, or equivalent in Polish zloty (PLN) for authors from Poland. Fee for members of Polish Society of Microbiologists is reduced to 125 USD. For reduced fee, at least corresponding author must be a member of Polish Society of Microbiologists, what should be stated in a cover letter and Polish Society of Microbiologists membership fee must be paid in full.

When the article is accepted for publication, corresponding author will receive pro forma invoice, and manuscript will be processed for printing and online publication only after payment.

### FORMAL REQUIREMENTS (BASIC INFORMATION)

To ensure fast and efficient cooperation with the editorial office and editors, the submitted manuscript should be formatted according to details listed below and accompanied by cover letter.

#### Manuscript files

Manuscript text, tables and figures should be submitted as separate files. Manuscript should be prepared in editable text files (.doc, .docx or .rtf). Literature should be formatted in author-date format described below in details. Figures must be prepared in ready to print size, format (.tiff with LZW compression) and required resolution.

The editorial office does not accept figures embedded in text, only as separate .tiff files, resolution 300 (for photographs), 600 dpi for combination art (lettering and images) and 1200 dpi for line art (graphs, vectors). That means that figure must be at least 1800/3600/7200 points wide depending on the graphic type.

For instructions on creating acceptable .tiff files, refer to the Cadmus digital art website [Cadmusdigital art](http://www.cadmusdigital.com).

As an alternative our graphics department offers professional service and can prepare figures. However, the additional service is 50 USD for single panel figure.

There is no charge for figures' publication in greyscale, but there is for color illustrations.

#### Cover letter

The manuscript must be accompanied by a cover letter that should include:

- A title, a running title (about 50 characters in length, including spaces), author's names (format: Name, Initial, Last name – for example Anna E. Smith) and key words (maximum 5 in alphabetical order)
- Impact of the presented research
- Brief description of the results and major conclusions of the manuscript
- Postal address, phone and fax numbers and e-mail of the corresponding author who is responsible for all correspondence regarding the submitted paper
- To ensure rapid manuscript review authors should present list of 5 putative reviewers, with their full affiliations. Authors should choose specialists in their field, however they should not be co-authors within last five years or share affiliation

- Statement that all authors read and accepted the manuscript and the statement about conflict of interests.
- Statement that the manuscript has not been published elsewhere, or is not in processing by any other journal. Submissions without cover letter will be not processed.

### Language editing

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.

### Manuscript processing

All manuscripts are subjected to pre-screening by the Editor in Chief and can be rejected at submission 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 assigned to one of the section editors and sent to at least one qualified outside referee, but the editors themselves may also act as reviewers if they are experts in the presented topic.

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 articles are usually printed within three months after final acceptance or assigned DOI number and published online ahead of print while waiting for print.

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.

### Preparation of Manuscripts – Regular paper/Minireview

The manuscript of the full length original paper in general:

- Should not exceed 30 typed pages (up to 1800 characters per page) including tables and figures
- Be typed in 12 points Times New Roman font
- Every portion of the manuscript should be double-spaced

No part of the manuscript should be underlined and written using capital letters. Acceptable text formatting should be only restricted to:

All caps:

- authors names, for example ANNA SMITH, JOHN BROWN and ANDREW SHEPARD

Bold:

- manuscript title, for example **The Oral Microbiome in Dental Caries**
- Subheadings (**Abstract, Introduction, Experimental, Materials and Methods, Results, Discussion, Acknowledgments, Literature**)
- Authors names in the literature list for example **Robert Y. and A. Sheiham**. 2002. The burden of restorative dental treatment for children in Third World countries. *Int Dent J* 52: 01–09.

Italics:

- Microorganisms names, for example *Escherichia coli*, *E. coli*
- Latin expressions, for example *in vivo*, *in vitro*, *et al.*, *etc.*, *e.g.*, *via*
- journal title abbreviations, for example *J. Bacteriol.*, *Int Dent J*;

Others:

- genetic *loci*, for example *repA*, *carO*;
- antibiotic resistance determinants such as *bla*<sub>OXA-23</sub>, *bla*<sub>OXA-51</sub>, *bla*<sub>OXA-66</sub>;
- Proteins: OXA-23, RecA;
- Others, for example LD<sub>50</sub>, LC<sub>90</sub>;

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 briefly describe the contents of the paper. Below the title, the manuscript should include full name (including first name and middle initial) of each author and affiliations of all authors. Street address, telephone 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. Under the authors affiliations proposed running title should be included (50 characters including spaces)

### 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.

### Key words

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.

In the unit description, the space should be put between the number and the unit (2 mM NOT 2mM). Units should be given in SI system, however, for practical reason:

- For a liter designation “l” not “L” should be used (1 l NOT 1 L, 20 mg/ml NOT 20 mg/mL)
- In the description of centrifuging conditions, the value should be presented rather in “g” not in “rpm” (for example 20 000 × g)

Latin 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*).

### Results

In the **Results** section, only the results of the experiments should be included; 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 into **Results and Discussion** chapter. The results should be presented as concisely as possible and illustrated with tables or figures if applicable (presentation of the same results in both tables and figures is not acceptable). The use of graphs to present data that might be more concisely presented in the text should be avoided and illustrative materials must be limited 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 text file, not in Excel. No “decorative” frames should be made.

**Figures** (graphs, diagrams *etc.*) should be submitted ready for reproduction, each in a separate file. Files should have size and resolution as intended by authors and must be saved in tiff format (with LZW compression). Proper resolution is 300 dpi for greyscale and colour, 600 dpi for

combination art (lettering and images), and 1200 dpi for line art. Instruction how to prepare figures is available at Cadmusdigital art.

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.

Black and white figures are free of charge. For current colour pages charge, please contact editorial office at editorial.office@pjmonline.org.

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

In 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 by “and others”. For citations of books, books chapters, thesis, printed conference proceedings *etc.* see examples given below. Please follow the punctuations, brackets, capital letters *etc.* exactly as shown. Put “and”, not “&” before the last author’s name.

### Examples

#### Books and bookchapters

- **Last name Initial, Initial. Last name and Initial. Last Name.** Year. *Title*, edition. City

For example:

- **Sambrook J., E.F. Fritsch and T. Maniatis.** 1989. *Molecular Cloning; a Laboratory Manual*, 2<sup>nd</sup> ed. Cold Spring Harbor, NY: Cold Spring Harbor Laboratory.
- **Snyder L. and W. Champness.** 2003. *Molecular Genetics of Bacteria*. 2<sup>nd</sup> 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

For one author:

- **Last name Initial.** Year. Title. *Journal Name* volume: pages.  
For example **Eckhardt T.** 1978. A rapid method for identification of plasmid desoxyribonucleic acid in bacteria. *Plasmid* 1:584–588.

For two authors:

- **Last name Initial. and Initial.Last name.** Year. Title. *Journal Name* volume: pages.  
For example **Solyga A. and D. Bartosik.** 2004. Entrapment vectors – how to capture a functional transposable element. *Pol J. Microbiol* 53: 139–144.

For 3–10 authors:

- **Last name Initial., Initial. Last name and Initial. Last name.** Year. Title. *Journal Name* volume: pages.  
For example **Bartosik D., M. Szymanik and J. Baj.** 2004. Identification and distribution of insertion sequences of *Paracoccus ventivorans*. *Appl. Environ. Microbiol.* 69: 7002–7008.

For more than 10 authors:

- **Last name Initial., Initial. Last name, Initial. Last name, Initial. Last name, Initial. Last name, Initial. Last name, Initial. Last name, Initial. Last name and others.** Year. Title. *Journal Name* volume: pages.  
For example **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.

**Articles published in other language than English**  
– title should be translated to English, the original language should be stated in parenthesis.

- **Last name Initial.** Year. Title (in original language) *Journal Name* volume: pages.  
For example **Bartosik D.** 2001. Bacterial plasmids stability (in Polish). *Post. Biochem.* 47: 138–145.

### Thesis

- **Last name Initial.** Year. PhD Thesis (optional title) Affiliation. City. Country.  
For example **Szymanik M.** 2006. Ph.D. Thesis. Warsaw University. Warsaw. Poland

### Conference proceedings (selected cases)

- **Last name Initial., Initial. Last name and Initial. Last name.** Year. Title. Abstracts of *Conference name*. City, Country, page(s).  
For example **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.

Internet articles

- **Names.** Year. Title. WWW address. Access date.  
For example **Pais V.M., T. Santora and D.B. Ruks-talis.** 2013. Fournier gangrene. <http://emedicine.medscape.com/article/2028899>, 2014.08.20.

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

### Preparation of Manuscripts

#### – Short communications

A short communication is intended for the presentation of brief observations that do not warrant a full-length paper. Short communication should be submitted the same way as a full-length paper. Each Short communication must have an abstract of no more than 100 words and 30–35 precise key words. Manuscript should be formatted without section headings in the body of the text. All the required parts (introduction, methods, results and discussion) except for the **Literature** must be given in single section. Total length should not exceed 10 double lined standard pages including illustrative material (in total no more than 3 figures and tables). Short communications undergo the same review process as full length papers and are not printed more quickly.

#### Proofs

Proofs will be e-mailed (as.pdf file) to the corresponding author. The corrections can be added as notes in .pdf file (available in the newest Adobe Reader) or as a text file with listed changes

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