

# Polish Journal of Microbiology

## INSTRUCTIONS FOR AUTHORS

### Fees

Articles are subjected to fees.

Publication fee for all types of articles is **500 USD + 23% VAT (if applicable)**. The fee for members of Polish Society of Microbiologists is reduced to **250 USD + 23% VAT**, or equivalent in Polish zloty (PLN) for authors from Poland.

All inquiries regarding fees can be directed to our editorial office at [editorial.office@pjmonline.org](mailto:editorial.office@pjmonline.org).

### Formal requirements

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

Submission of the manuscript implies that the research presented has not been published before (except in the form of a conference abstract or a part of PhD thesis).

Articles are published under the terms of the Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License (CC-BY-NC-ND 4.0), which permits use, distribution and reproduction in any medium, provided that the article is properly cited, the use is non-commercial and no modifications or adaptations are made. Upon acceptance of the article, it is required to complete and sign an Open Access Agreement (CC-BY-NC-ND). The details of the Creative Commons License are available on the webpage at: <https://creativecommons.org/licenses/by-nc-nd/4.0/>.

The PJM welcomes the submission of the following types of manuscripts:

- Original article
- Minireview
- Short communications

### Manuscript files

Manuscript text, tables and figures, each on separate page, should be submitted as single files. Manuscript and tables should be prepared in editable text files (.doc or .docx).

Literature should be formatted in CSE author-date format described below in details.

Figures must be prepared in ready to print size, format (.tiff with LZW compression) with proper size and resolution:

- line art (graphs, charts and diagrams) 7200 points wide and 1200 dpi resolution,
- combination art (lettering and images) 3600 points wide and 600 dpi resolution,
- photographs (greyscale and color) 1800 points wide and 300 dpi resolution.

For instructions on creating the acceptable .tiff files, refer to the Cadmus Digital Art website [art.cadmus.com](http://art.cadmus.com).

### **Cover letter**

The manuscript must be accompanied by a cover letter (submissions without the cover letter will be not processed) that should include:

- A title and Authors' names;
- Significance of the research findings;
- Brief description of the results and major conclusions of the manuscript;
- Postal address, phone, fax numbers and e-mail of the submitting Author, who is responsible for all correspondence regarding the submitted paper;
- To ensure fast manuscript review, Authors should present a list of five (5) putative reviewers with their full affiliations. Authors are requested to choose experts in their field; however, they should not be co-authors within last five years or share Authors' 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.

### **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 will 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. The journal uses blind peer-review process: after passing the pre-screening stage the manuscripts are assigned to one of the section Editors and sent to at least two qualified outside experts, but the Editors themselves may also act as reviewers, if they are experts in the presented topic. At this stage, all manuscripts are checked by the anti-plagiarism system and can be rejected if plagiarism or auto-plagiarism is detected.

When the manuscript is accepted for publication, Authors are requested to sign an Open Access Agreement. The articles are generally available online in no more than three months after returning the corrected version and obtaining its final acceptance.

The entire process of submission, review and manuscript preparation is carried out electronically via Editorial Manager system. All messages to the Editorial Office must be sent via Editorial Manager system. The author can also track the status of the manuscript using journal submission system.

### **Proofs**

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

### **Preparation of Manuscripts – Original Paper and Minireview**

The manuscript of the full-length original paper or minireview in general:

- Should not exceed 30 typed pages (up to 1800 characters per page without spaces) including tables and figures, each on separate page;
- 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.

The full-length paper should be divided into the following sections written in sequence:

**Title,**  
**Abstract,**  
**Introduction,**  
**Experimental: Materials & 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 (or corresponding Authors, when apply) and placed in the footnote at the bottom of the first page. Under the Authors affiliations the 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.

## **Keywords**

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 & 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.

## **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). All Tables and Figures must be referred to in the main body of 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 (and references)

In-text references and the reference list at the end of the paper should be prepared according to the Council of Science Editors (CSE) documentation Name-Year (N-Y) system.

In-text references should be cited in the form of the author's last name and the year of publication, in parentheses, e.g. (Nowak 2017). When a paper has two authors, it should be cited in parentheses as follows: (Nowak and Smith 2017).

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).

When you cite multiple works by different authors, put the sources in chronological order from oldest to most recent (and alphabetically, if published in the same year). Separate studies by semicolon: (Nowak et al. 2008; Smith et al. 2016).

The list of the papers cited (Literature) is organized alphabetically according to the last name of the first author and not numbered. The reference list is organized alphabetically by author's last name. When there is more than one work by the author, those works are organized chronologically. Authors' first names are rendered as capitals after their surnames as in an example: Nowak BS, Smith J, Coward PP. 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.

Only the first word of a book or article title should be capitalized. Titles are not italicized. However, species names are italicized.

Here, you find an example: Nowak PP, Smith J. 2011. Occurrence of OxyR in the hydrogen peroxide stress response of *Pseudomonas aeruginosa*. *J Clin Microbiol*. 75(12):534-536.

The journal article on the Internet should be cited as follows:

Nowak NG, Smith TY, Howard FG. 2017. Archaea and bacteria. *Biol Microbiol* [Internet] [cited 2017 May 15]; 158(1):1-25. Available from:  
<http://www.blackwellpublishing.com/journal.asp?ref=0003-4746> doi:17.1111/j.1744-7348.2010.y

References for books follow should be provided in the order: Author(s). Year. Title. Edition. Place of publication: Publisher. Extent.

As in an example: Nowak C, Smith P, Howard M. 2008. Virulence factors of *Pseudomonas aeruginosa*. Warsaw: PTM Press 203 p.

References for chapters or other parts of a book should be provided in the order: Author(s). Year. Chapter title. In: Editor(s). Book title. Place of publication: Publisher. Page numbers for that chapter.

Use the proper journal title abbreviations (ISO4 standard) as indicated in the PubMed Journal Database.

The Editorial Office strongly recommends to use the dedicated software to manage and edit citations and literature. To easily adjust or change references according to the PJM requirements choose a CSE citation style (N-Y option), which is build-in in these programs. List and comparison of reference management software may be viewed e.g. at the [Wikipedia site](#).

## **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.

The Short Communication manuscript in general:

- Total length should not exceed 10 double lined standard pages including illustrative material (in total no more than 3 figures and tables);
- Each Short Communication must have an Abstract limited to 100 words;
- Manuscript should be formatted without section headings in the body of the text;
- All the required parts (Introduction, Materials & Methods, Results and Discussion) except for the Literature must be given in single section;
- Should be typed in 12 points Times New Roman font;
- No part of the manuscript should be underlined and written using capital letters.

### **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 (or corresponding authors, when apply) 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 100 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**

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.

## Literature (and references)

In-text references and the reference list at the end of the paper should be prepared according to the Council of Science Editors (CSE) documentation Name-Year (N-Y) system, as described above.

## Processing

Short communications undergo the same review process as full-length papers and are not printed more quickly.

## Formatting manuscripts' files

### Italics:

- Microorganisms names, for example *Escherichia coli*, *E. coli*
- Latin expressions, for example *in vivo*, *in vitro*

### 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 LD50, LC90;

### Units

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

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*).

### Nucleotide sequences

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

### Figures and tables

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).

The Editorial Office does not accept Figures embedded in text. Only .tiff files, resolution 300 (for photographs), 600 dpi for combination art (lettering and images) and 1200 dpi for line art (graphs, diagrams) are accepted. That means that figure must be at least 1800/3600/7200 points wide depending on the graphic type.

The Editorial Office does not accept Figures with artificially upscaled resolution in graphic software.

Instruction how to prepare Figures is available at [Cadmus Digital 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.

### **Figure's charge**

There are no charges for publication of color illustrations in PJM. The online version is the same as the paper one. Articles with color figures are published online as .pdf files. Figures are printed in greyscale due to the low circulation of the paper version.

For charge of printing color pages on demand, please contact Editorial Office at [editorial.office@pjmonline.org](mailto:editorial.office@pjmonline.org).