

Polish Journal of Microbiology

INSTRUCTIONS FOR AUTHORS

Fees

Articles are subjected to fees.

The publication fee for all types of articles is **800 USD + 23% VAT (if applicable)**. Depending on the country of origin, a fee may be subject to local taxes. Polish Journal of Microbiology does not offer fee waivers. Only the fee for corresponding authors who currently are members of the Polish Society of Microbiologists is reduced to 500 USD + 23% VAT, or equivalent in Polish zloty (PLN).

For all manuscripts submitted after 28th February 2023, the publication fee for all types of articles will be **1000 USD + 23% VAT (if applicable)**. Depending on the country of origin, a fee may be subject to local taxes. Polish Journal of Microbiology does not offer fee waivers. Only the fee for corresponding authors who are members of the Polish Society of Microbiologists will be reduced to 800 USD + 23% VAT, or equivalent in Polish zloty (PLN).

All inquiries regarding fees can be directed to our Editorial Office at editorial.office@pjmonline.org.

Formal requirements

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

Figures must be prepared in ready to print size, format (TIFF with LZW compression, JPEG, PNG, AI, EPS, PDF, or MS Office files) 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.

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 a fast manuscript review, Authors should present a list of five (5) putative reviewers with their complete affiliations. Authors are requested to choose experts in their field; however, they should not be co-authors within the last five years, and they should not share Authors' affiliation or country of origin;
- A statement that all Authors read and accepted the manuscript and the statement about conflict of interests;
- A 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 the submission of the paper. Authors who are unsure of proper English usage should have their manuscript checked by someone proficient in English and biological terminology. Manuscripts will be rejected based on poor English or lack of conformity to accepted style standards before the review process.

Manuscript processing

All manuscripts are subjected to pre-screening by the Editor-in-Chief and can be rejected at the submission stage. The journal uses a 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. The Editors themselves may also act as reviewers if they are

experts in the presented topic. At this stage, all manuscripts are checked for plagiarism and are rejected if plagiarism or auto-plagiarism is detected.

When the manuscript is accepted for publication, the Authors are requested to sign an Open Access Agreement. The articles are generally available online in three months after returning the corrected version and obtaining its final acceptance.

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

Proofs

Proofs will be e-mailed (as a .pdf file) to the submitting Author. The corrections can be added as notes in the .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:

- 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,

Graphical Abstract,

Abstract,

Introduction,

Experimental: Materials and Methods, Results, Discussion,

Acknowledgments,

Literature.

Title

The title should briefly describe the paper's contents (150 characters, including spaces). The manuscript should include the full name (including first name and middle initial) of each Author and all authors' affiliations. Street address, telephone number, and e-mail address should be given only for the corresponding Author (or corresponding Authors when applying) 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).

Graphical Abstract

A graphical abstract should be a one image file and represent the article's topic in an attention-grabbing way. The graphical abstract should have a clear start and end, preferably "reading"

from top to bottom or left to right. Authors must provide an image that represents the work described in the paper.

The graphical abstract should be a high-quality illustration or diagram in any of the following formats: JPEG, TIFF, PNG, AI, EPS, PDF, or MS Office files. Written text in a graphical abstract should be clear and easy to read, using one of the sans serif fonts, e.g., Arial or Calibri, 12–16 points.

The minimum required size for the graphical abstract is 800 × 600 pixels (width × height). When submitting larger images, please make sure to keep them to the same ratio.

Graphical abstracts should be submitted as a separate file in the submission system by selecting “graphical abstract” from the drop-down list when uploading files.

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 keywords 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 present study results and describe the research's purpose. However, broad “academic lectures” on the subject and extensive literature reviews should be avoided.

Experimental

Materials and Methods

This section should contain a 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 experiments' results should be included; reserve extensive interpretation of the results for the Discussion section. When justified by the paper's nature, the Results and Discussion sections may be combined into the Results and Discussion chapter. The results should be presented 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 interpret the obtained results concerning already published work and the experimental system at hand and should not contain extensive repetition of the Results section or the introduction's reiteration. In some papers, the Results and Discussion can be combined into one section as mentioned above.

Acknowledgments

Acknowledgments for financial support and personal assistance (with the permission of the 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 publication year in parentheses, e.g. (Nowak 2017). When a paper has two authors, it should be cited in parentheses: (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 a semicolon: (Nowak et al. 2008; Smith et al. 2016).

The list of the papers cited (Literature) is organized alphabetically according to the first Author's last name and not numbered. 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 have listed alphabetically according to the first Author's last name and the second Author's last name. Papers 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 examples:

Rumbaugh KP, Sauer K. Biofilm dispersion. *Nat Rev Microbiol.* 2020 Jun;18:571–586. <https://doi.org/10.1038/s41579-020-0385-0>

Ilcyszyn WM, Sabat AJ, Akkerboom V, Szkarlat A, Klepacka J, Sowa-Sierant I, Wasik B, Kosecka-Strojek M, Buda A, Miedzobrodzki J, et al. Clonal structure and characterization of *Staphylococcus aureus* strains from invasive infections in paediatric patients from South Poland: association between age, spa types, clonal complexes, and genetic markers. *PLoS One.* 2016 Mar 18;11(3):e0151937. <https://doi.org/10.1371/journal.pone.0151937>

Baraniak A, Grabowska A, Izdebski R, Fiett J, Herda M, Bojarska K, Żabicka D, Kania-Pudło M, Młynarczyk G, Żak-Puławska Z, et al.; KPC-PL Study Group. Molecular characteristics of KPC-producing *Enterobacteriaceae* at the early stage of their dissemination in Poland, 2008–2009. *Antimicrob Agents Chemother.* 2011 Dec;55(12):5493–5499 <https://doi.org/10.1128/AAC.05118-11>

Samet A, Bronk M, Sledzińska A, Labon M, Rybak B. [Nosocomial bacteremia] (in Polish). *Przegl Epidemiol.* 2006;60(1):35–41.

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

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

As in an example: **Nowak C, Smith P, Howard M.** Virulence factors of *Pseudomonas aeruginosa*. Warsaw (Poland): PTM Press; 2008. p. 203–208.

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

As in an example: **Kosecka-Strojek M, Buda A, Międzobrodzki J.** Staphylococcal ecology and epidemiology. In: Savini V, editor. Pet-to-man travelling staphylococci. A world in progress. Cambridge (USA): Academic Press; 2018. p. 11–24. <https://doi.org/10.1016/B978-0-12-813547-1.00002-9>

The Editorial Office strongly recommends using the dedicated software to manage and edit citations and literature. To quickly adjust or change references according to the PJM requirements, choose a CSE citation style (N-Y option) built 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 to present 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 ten (10) double-lined standard pages, in total no more than three (3) figures and tables;
- Each Short Communication must have an Abstract limited to 100 words;
- The manuscript should be formatted without section headings in the body of the text;

- All the required parts (Introduction, Materials and Methods, Results and Discussion) except for the Literature must be given in a 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 the 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 applying) 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).

Graphical Abstract

A graphical abstract should be a one image file and represent the article's topic in an attention-grabbing way. The graphical abstract should have a clear start and end, preferably "reading" from top to bottom or left to right. Authors must provide an image that represents the work described in the paper.

The graphical abstract should be a high-quality illustration or diagram in any of the following formats: JPEG, TIFF, PNG, AI, EPS, PDF, or MS Office files. Written text in a graphical abstract should be clear and easy to read, using one of the sans serif fonts, e.g., Arial or Calibri, 12–16 points.

The minimum required size for the graphical abstract is 800 × 600 pixels (width × height). When submitting larger images, please make sure to keep them to the same ratio.

Graphical abstracts should be submitted as a separate file in the submission system by selecting "graphical abstract" from the drop-down list when uploading files.

Abstract

Limit the Abstract to 100 words or fewer. The Abstract will be published separately by abstracting services, and 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 keywords 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)

As described above, 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.

Processing

Short communications undergo the same review process as full-length papers and are not printed faster than full-length articles.

Formatting manuscripts' files

Italics:

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

Others:

- Genetic *loci*, for example, *repA*, *carO*;
- Antibiotic resistance determinants such as *bla*_{OXA-23}, *bla*_{OXA-51}, *bla*_{OXA-66};
- Proteins: OXA-23, RecA;
- Others, for example, LD50, LC90;

Units

Space should be put between the number and the unit (2 mM NOT 2mM) in the unit description. Units should be given in SI system, however, for a 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

The accession number obtained from proper databases and included in the text should accompany all nucleotide sequences.

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 necessary ones to demonstrate the original experimental findings. Please, 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 cited in the text. The headings should be sufficiently clear so that the data will be understandable without referencing the text. Explanatory footnotes are acceptable. Prepare your tables as simply as possible in a 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 one of the formats: TIFF with LZW compression, JPEG, PNG, AI, EPS, PDF with proper size and resolution. The Editorial Office does not accept Figures embedded in a text. The Editorial Office does not accept Figures with artificially upscaled resolution in graphic software. Depending on the graphic type, the figures cannot be pixelated, blurred and must be at least 1800 or 3600 or 7200 points wide.

Figures should be numbered as in the text (Arabic numerals, Fig. 1., etc.) and marked with the first author's name. Figures should be understandable without referring to the text.

Figure's charge

There are no charges for the publication of color illustrations in PJM.