

Guidelines for Authors

All scientists interested in the area of agricultural and environmental medicine are cordially invited to contribute; articles and brief communications presenting original scientific results and reports of clinical cases may be submitted. Brief communications should contain new scientific information of primary importance. If accepted, they will be published as soon as possible. Reviews presenting the state of the art in particular subjects will be requested by the editors on the basis of individual commitment. Book reviews, news of international meetings and activities, letters to the editors and editorial notes will be also published at the editors' discretion.

Instructions for authors submitting articles for publication in the journal “Annals of Agricultural and Environmental Medicine”

The journal “Annals of Agricultural and Environmental Medicine” using the Open Access model publishes: original and review articles, letters to the editors, and other materials. All original articles, review articles and case reports are reviewed. Articles submitted to AAEM are subject to the publication process in accordance with Regulations ([Regulations for the journal Annals of Agricultural and Environmental Medicine published by Witold Chodźko Institute of Rural Health](#)).

The following problem subjects are addressed in AAEM: biological, physical and chemical health hazards, prevention of occupational diseases, work-related accidents and injuries, state of the health of rural communities.

1. Original articles, short reports, review articles and case reports should be submitted to the Editors exclusively by electronic mail. Please use the editorial panel available on the website: www.aaem.pl passing to the bookmark Authors Pathway, and follow further instructions. The remaining types of submissions, i.e. letters to editors, conference reports and book reviews should be sent to the address: aaem.edit@gmail.com.

2. Original articles must contain the following: introduction, objectives, material and methods, results, discussion, conclusions, and references. Abstracts of original articles should consist of 1400-1800 characters, including spaces, and divided into: introduction and objective, materials and methods, results, conclusions. Original articles should not exceed 20,000 characters including spaces, but excluding abstract and references; maximum 60 references.

3. Review articles must contain: introduction and objective, description of the state of knowledge, summary, and references. Abstracts of review articles should consist of 1400-1800 characters, including spaces, and divided into: introduction and objective, abbreviated description of the state of knowledge, summary. Review articles should not exceed 30,000 characters including spaces, but excluding abstract and references;

4. Original and review articles must contain 3 - 10 key words selected with consideration of the terms contained in ‘ [Medical Subject Headings](#) ’ MeSH.

5. The text of original and review articles must be divided as follows:

- Front page: title of the article, abstract, key words;
- Second and subsequent pages: title and text of the article, references, illustrations, tables and graphs.

6 . Abstracts of short communication should consist of 800-1000 characters, including spaces. Short communication should not exceed 10,000 characters including spaces, but excluding abstract and references (limited to a necessary minimum).

7. List of references:

The list of references is the responsibility of the author. References should be quoted in square brackets in order of citation. References must be in accordance with the principles established by the ‘Uniform Requirements for Manuscripts Submitted to Biomedical Journals’ (www.nlm.nih.gov/bsd/uniform_requirements.html). Each reference should contain: surnames and first letters of authors' names, title of the article, abbreviated title of the journal, year of publication, volume number, issue number, numbers of the first and last pages. If there are more than six authors, after the sixth name, ‘et al.’ should be written. Abbreviated titles of journals indexed on the Medline (PubMed) database should be quoted according to the NLM Catalogue (<http://www.ncbi.nlm.nih.gov/nlmcatalog>), and the titles of the remaining journals according to the version

provided by the editors of individual journals. The website references should contain the date of downloading or reviewing of the file in brackets after the URL address (Uniform Resource Locator). Punctuation must be maintained precisely according to the examples of references presented below:

Article in a journal

Alavanja MCR, Malker H, Hayes RB. Occupational cancer risk associated with the storage and bulk handling of agricultural foodstuff. *Adv Clin Exp Med*. 2004; 13(5): 807-814.

Books and monographs

Ringsven MK, Bond D. *Gerontology and leadership skills for nurses*. 2nd ed. Albany (NY) Publishers, 1996.

Section in a book

Sullivan JB Jr, Gonzales M, Krieger GR, Runge CF. Health-related hazards of agriculture. In: Sullivan JB Jr, Krieger GR, editors. *Hazardous Materials Toxicology. Clinical Principles of Environmental Health*, Baltimore; 1992. p. 642-666.

Philips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. *Hypertension: pathophysiology, diagnosis, and management*. 2nd ed. New York: Raven Press; 1995. p. 465-78.

Conference material

Kimura J, Shibasaki H. Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

Website materials

Yee WS, Lin LP. Anxiety and depressive symptoms among communities in the east coast of Peninsular Malaysia: A rural exploration. *MJP Online Early* <http://www.mjpsychiatry.org/index.php/mjp/article/view/143> (access: 2011.11.14).

8. Evaluation of the manuscript (principle of reviewing publications)

-The Editor-in-Chief of AAEM makes a preliminary assessment from the aspect of compatibility of the article within the scope of problems of AAEM, and in the absence of such compatibility has the right to reject the article.

- After qualification of the article for further processing, the manuscript will be sent to at least two reviewers, with the reservation that the article should be reviewed by at least one reviewer from abroad.

- Articles are reviewed anonymously, and subsequently the author(s) will become acquainted with the reviews without the surnames of the persons reviewing the articles being revealed (once a year, the journal publishes the list of cooperating reviewers).

- Based on the review received, the Editor-in-Chief of AAEM makes the decision concerning acceptance or rejection of the article for publication in AAEM.

- In the case when, according to the reviewers' comments, the manuscript requires correction, the Editor-in-Chief of AAEM may make the decision, after the necessary corrections have been made by the author(s), about the resubmission of the manuscript for further review.

- The article which has been accepted by the Editor-in-Chief of AAEM is included in the registration process, and is ascribed a DOI number after receipt of the publication fee in the amount of 2,500.00 PLN to the bank account of the Institute indicated on the AAEM website, providing the name and surname of the author, and in the case of several authors, providing the name and surname of corresponding author, the title of the submitted article, and the number ascribed to the manuscript, with the reservation that the payment is considered as cash inflow to the bank account indicated on the AAEM website.

- An article ascribed a DOI number is published on the website of the journal and denoted as an accepted article, which awaits qualification for the specified issue of AAEM.

- The reviewers who provided at least five reviews of articles in AAEM within 24 months prior to submission of the application have the right to apply to the Director of the Institute for exemption from the payment.
- The author(s) of articles accepted for publication are informed by mail concerning the positive decision about publication of the said article.
- The author(s) of articles which have not been accepted for publication are informed of this fact by mail.
- The lack of acceptance of a given article for publication cannot be the basis for the author(s) to demand reimbursement of the editorial fee.
- The editorial fee is a payment independent of the publication fee, is not a part thereof, and cannot be credited as such.
- In the case when the article is of an innovatory or special character, and the author/authors have submitted the declaration of willingness to use so-called quick publication, the Editor-in-Chief may include such an article to the nearest issue of AAEM, after satisfying the remaining conditions of so-called quick publication, resulting from these [Regulations \(§4\)](#).

9. An explanation concerning “ghostwriting” and “guest authorship”

- The editors require from the authors of articles that they reveal the contribution of individual authors to the manuscript (quoting their affiliation and contribution, i.e. who is the author of the concept, assumptions, methods, protocol, etc., used while writing the manuscript), the primary author bearing the responsibility for the manuscript submitted.
- The editors explain that “ghostwriting” (“ghostwriting” is undertaken by a professional writer who writes books, articles, etc., based on detailed information provided, but the work is officially credited to someone else, without the name of the ghostwriter being mentioned) and “guest authorship” (occurs when the contribution of the author is very little or not at all, despite which he/she is the named author/co-author of the manuscript) are a manifestation of scientific unreliability, and all detected cases will be disguised, including the informing of proper parties (institutions employing the authors, scientific societies, scientific editors associations, etc.).
- The Editors request provision of information concerning the sources of financing the article, contribution of scientific-research institutions, associations and other parties (‘financial disclosure’).
- The editors document any manifestations of scientific unreliability, especially the breaking and violating of ethical principles in effect in science.

10. Reservations

Articles which do not fall within the scope of problems of the journal and do not satisfy the requirements concerning the text layout and references will not be accepted. The Editors reserve the right to correct syntax errors, correct nomenclature, and make necessary abbreviations, correct and supplement references without prior consultation with the author. The Editors do not verify quotations and translations thereof; therefore, any quotations and their translations from foreign languages must be prepared by the responsible author of the article.

11. Statements

Prior to the beginning of the publication process the author or authors of submitted articles are obliged to:

- a) submit to AAEM a written certificate with the legible signatures of all authors, that the article has not been published anywhere previously, or submitted for publication to any other journal, an example of which is [Annex No. 1](#);
- b) submit to AAEM a written certificate with the legible signatures of all authors, concerning copyright transfer of the manuscript to the Institute, signed by the author(s) of the article, an example of which is [\(Copyright Agreement to the manuscript submitted for publication in the journal ‘Annals of Agricultural and Environmental Medicine’ \(CC-BY-NC-ND\)\)](#).
- c) submit to AAEM a cover letter;
- d) submit a potential declaration concerning willingness to use so-called quick-publication.

Certificates referred to in Clause ([a](#), [b](#)) and ([c](#)) may also be provided in an electronic form, as a scan of the document signed by the author(s), with the reservation that *original copies of the certificates should be immediately sent by post to the address of the seat of AAEM.*

The Certificates should be provided together with the manuscript files.

12. Payment

Prior to the beginning of the publication process the author or authors of submitted articles are obliged to payment of the fee in the amount: **65 EUR (or 250 PLN)**, to the bank account on the AAEM website, providing name and surname of the author, and in case of several authors, providing the name and surname of the author indicated for correspondence and the title of the submitted article, with the reservation that as the payment is considered as cash inflow on the bank account indicated on the AAEM website, this fee is non-refundable

The article which has been accepted by the Editor-in-Chief of AAEM is included in the registration process after receipt of the publication fee in the amount of **650 EUR (or 2500 PLN)** to the bank account of the Institute indicated on the AAEM website, providing the name and surname of the author, and in the case of several authors, providing the name and surname of corresponding author, the title of the submitted article, and the number ascribed to the manuscript, with the reservation that the payment is considered as cash inflow to the bank account indicated on the AAEM website.

Remittance should be transferred to the Institute's bank account after receipt of confirmation of acceptance of the article for publication in the indicated issue.

Data for transfer (65 EUR and 650 EUR) :

Instytut Medycyny Wsi
Jaczewskiego 2
20-090 Lublin
SWIFT CODE: PKOPPLPW
IBAN: PL59 1240 5497 1978 0010 4070 5964
or

Data for transfer (250 PLN and 2500 PLN) :

Instytut Medycyny Wsi
Jaczewskiego 2
20-090 Lublin
SWIFT CODE: PKOPPLPW
IBAN: **PL48 1240 5497 1111 0010 4069 9654**

All fees associated with bank transfer are covered by the payer author.

13. Requirements concerning formatting of the manuscript and illustrations

- The manuscript should be sent in the form of electronic files without final formatting (preferably 12 point font, 1.5 line spacing, paragraphs distinguished with a one line space between each paragraph, titles must not be distinguished by a different font, do not split words between lines, columns in tables divided by single tabulator, acknowledgements inserted automatically, do not format by repeating spaces, do not precede punctuation marks by spaces, do not use so-called 'hard space').
- When in doubt, please contact the address: aaem.edit@gmail.com, wydawnictwo.imw@gmail.com.