

## REGULATIONS FOR THE JOURNAL

### *JOURNAL OF PRE-CLINICAL AND CLINICAL RESEARCH*

#### PUBLISHED BY

#### WITOLD CHODŹKO INSTITUTE OF RURAL HEALTH

Based on §3, Clause 2, Point 9 of the Statute of the Witold Chodźko Institute of Rural Health, henceforth referred to as the 'Institute', §3, Clause 1, Point 1 (n) of the Organizational Regulations of the Institute and §1, Clause 6 of the Regulations of the Editors at the Witold Chodźko Institute of Rural Health, the following Regulations are bestowed upon the *Journal of Pre-Clinical and Clinical Research*, further referred to as the 'Regulations'.

#### § 1.

1. The journal *Journal of Pre-Clinical and Clinical Research*, henceforth referred to as 'JPCCR', is a scientific journal published by the Institute, and functions based on the Regulations of the Department of Editorial Services at the Witold Chodźko Institute of Rural Health and the Regulations and these Regulations.
2. JPCCR has been registered by the District Court in Lublin , I Civil Division, in the Register of Gazettes and Journals entered under Clause 111/15.
3. JPCCR is published six-monthly in English.
4. JPCCR is published exclusively in an electronic version and has the e-ISSN No. 1898-7516
5. JPCCR is an interdisciplinary periodical, the aim of which is the promotion of problems within the scope of pre-clinical and clinical research, as well as supporting international cooperation in these areas.
6. The scope of problems of the JPCCR concerns especially such domains as: medicine, physiology of humans and animals, clinical pharmacology, molecular biology of the cell, toxicology, biotechnology and biophysics.

7. In the JPCCR are published original articles, review articles, and case reports within the scope of widely understood problems in pre-clinical and clinical research.
8. Articles are submitted to JPCCR by authors via the Internet platform of JPCCR available at the address: <http://www.jpccr.eu>

## § 2.

1. The collegiate bodies of JPCCR are: the Editorial Board and the Scientific Council.
2. Apart from the Editor-in-Chief, the Editorial Board of JPCCR includes: a deputy editor, auxiliary editors, statistical editors, language editors and secretary, who are appointed and dismissed by the Director of the Institute.
3. The Editor-in-Chief of JPCCR directly manages the journal – including the making of final decisions concerning the contents of individual issues of the journal, manages the work of the Editorial Board, directly cooperates with the Scientific Council and represents JPCCR in contacts with external entities.
4. The Editor-in-Chief of JPCCR cooperates in substantive and administrative issues with the Editorial Board as an internal advisory team.
5. The Editor-in-Chief of JPCCR appoints the tasks of the members of the Editorial Board.
6. Supervision of the proper functioning of JPCCR from the administrative aspect is exercised within the supervision of the Department of Editorial Services, by the Deputy Director of the Institute for Administrative and Social Matters.
7. Delineation of the directions of the programme of JPCCR belongs to the Editorial Board and the Scientific Council of the Journal. Each time, this document requires acceptance by the Director of the Institute.
8. The Scientific Council of JPCCR consists of a body of scientists and experts representing Polish or international scientific centres conducting research activity in the domains covered by the scope of problems of the Journal.
9. Members of the Editorial Board and Scientific Council of JPCCR are invited to cooperate with the Journal by the Director of the Institute and the Editor-in-Chief of JPCCR.
10. The tasks of the members of the Scientific Council of JPCCR include, among other things:

- a) expression of opinions with respect to the directions and tendency of development of the domains which constitute the platform for the functioning of JPCCR;
- b) performance of analyses and evaluations, and reviews of articles published in JPCCR;
- c) designing and supporting the development of JPCCR;
- d) promotion of JPCCR in scientific circles;
- e) making reviews before publication of articles submitted by the Internet platform.

### § 3.

1. Articles submitted to JPCCR are subject to the publication process in accordance with these Regulations.
2. Prior to the beginning of the publication process the author(s) of submitted articles are obliged to:
  1. submit to JPCCR a written certificate signed by the author(s) that the article has not been published elsewhere previously, or submitted for publication to any other journal, an example of which is Annex No. 1 to these Regulations, and which is provided on the JPCCR website;
  2. submit to JPCCR a written certificate concerning copywrite transfer of the manuscript to the Institute, signed by the author(s) of the article, an example of which is Annex No. 2 to these Regulations, and which is available on-line on the JPCCR website.
3. An editorial fee referred to in Clause. 3 § 3 of the Regulations of the Department of Editorial Services at the Witold Chodźko Institute of Rural Health will be introduced for the JPCCR at the moment of placing it on the A list of journals of the Ministry of Science and Higher Education (MNiSW).
4. Certificates referred to in Clause 2 'a' and 'b' may also be provided to the Editors in an electronic form, in the form of a scan of the document, signed by the author(s).

5. The article submitted to the Editors should absolutely satisfy the technical requirements in accordance with the guidelines described in the instruction for authors, provided on the JPCCR website.
6. Articles must be submitted to the Journal exclusively in English.
7. Compliance with the conditions referred to in Clause 2 'a' and 'b' are the criterion for progressing with the publication process.
8. Each article submitted to the Editors receives a so-called editorial number, which identifies this article at further stages of the publication process.
9. The author for correspondence of the article is informed on-line concerning the individual stages of the publication process, including acceptance for publication or rejection of the article by the Editorial Board of JPCCR.
10. After the initiation of the publication process in JPCCR it is not possible to make any changes concerning the author(s) of the submitted manuscript.
11. The Secretary of the Journal performs a preliminary formal assessment of the article from the aspect of compliance of the manuscript with the editorial requirements, and in the case of absence of such compliance has the right to reject the article for formal reasons.
12. The Editor-in-Chief of JPCCR performs the preliminary substantial assessment from the aspect of compliance of the article with the scope of problems of the Journal, and in the case of absence of such compliance has the right to reject the article.
13. After qualification of the article for further stages of the publication process, the article is sent by the Editor-in-Chief or auxiliary editors to at least two reviewers, with the reservation that the article should be reviewed by at least one reviewer from abroad.
14. In the reviewing procedure the principles of anonymity are maintained (reviewers and authors remain anonymous, so-called *double-blind review process*). The author for correspondence of the article is informed by e-mail concerning the result of the review (may also become acquainted with its contents)
15. The names of reviewers of individual articles are not disguised. The list of reviewers is published in the final issue of JPCCR in a given calendar year, and on the website of the Journal.

16. Manuscripts are qualified for publication after obtaining positive reviews. After the reception of reviewer's comments, the author for correspondence is obliged to send the corrected version of the article considering the reviewer/reviewers' comments within the deadline indicated by the Editors. Failure to meet this deadline is considered as a resignation from publication of this article in JPCCR.
17. In the case when, according to the reviewers' comments, the manuscript requires correction, the Auxiliary Editor of the Editor-in-Chief of AAEM may make the decision, after the necessary corrections have been made by the author(s), about resubmission of the manuscript for further review.
18. Based on the reviews received, the Auxiliary Editor responsible for the article makes the decision concerning preliminary acceptance of the article.
19. Based on recommendations by the Auxiliary Editor responsible for the article, and based on the reviews received, the Editor-in-Chief makes the final decision concerning acceptance of the article for publication in JPCCR, or its rejection.
20. The article accepted by the Editor-in-Chief of the JPCCR is prepared for publishing after receipt from the author(s) the publication payment in the amount of PLN 150.00 to the bank account of the Institute indicated on the JPCCR website, providing the name and surname of the first author, title of the submitted manuscript, and the number ascribed to the article, with the reservation that the payment is considered as made on the day of cash inflow on the bank account of JPCCR.
21. After completion of the publication process, i.e. acceptance of the manuscript for publication, and after receipt by the author for correspondence the preliminary pdf print, i.e. galley proof of the article, it is not possible to withdraw the article from publication in JPCCR.
22. Reviewers who have made at least 3 reviews of articles within the last 24 months have the right to apply to the Director of the Institute for the total exemption from payment, referred to in Clause 3 and Clause 20 of the Regulations.
23. Members of the Editorial Council are entitled for free publication in JPCCR in a given year of one article of which they are the author/co-author. Therefore, they are exempt from the fee referred to in Clause 3 and Clause 20 of the Regulations.

24. The author(s) have the right to make payments referred to in Clause 20 in EUR, with the reservation that the amount of the editorial fee is EUR 40,00, and this payment should be made to the bank account of the Institute indicated on the JPCCR website for payments in EUR, providing the name and surname of the first author, title of the submitted manuscript, and the number ascribed to the article, with the reservation that the payment is considered as made on cash inflow on the bank account of JPCCR.
25. The Editors reserve the right to introduce language corrections in articles accepted for publication in JPCCR.

#### § 4.

1. In the case of matters not settled by these Regulations, there shall apply the provisions in effect and regulations by the Director of the Institute.
2. Changes to these Regulations may be made by the Director of the Institute on own initiative, or upon request by the Editor-in-Chief of the journal JPCCR.
3. These regulations enter into force upon signature.
4. The Regulations are available in English on the JPCCR website.