1.1 CLASSIFICATION OF PHR PAPERS

The materials published in PHR are classified into the following groups [1]:
- basic academic paper, which is the first, original presentation of study results; it is possible to evaluate the results independently of the author and repeat the study in order to verify its results;
- review paper, which is a summary, analysis, and synthesis of existing knowledge in a given subject;
- information paper, providing a review of research findings from a given field, results, and achievements, with particular emphasis on the importance of its practical application,
- popular science paper, which is a description of research results and trends in an accessible way, comprehensible for a wide audience.

Under the rules adopted by the ICMJE (International Committee of Medical Journal Editors), the Editorial Board may allow secondary publications. Secondary publication, in the same or another language, especially in other countries, is justifiable and beneficial provided that the following conditions are met [2]:
- the authors have received approval from the editors of both journals (the editor concerned with secondary publication must have a photocopy, reprint, or manuscript of the primary version),
- the priority of the primary publication is respected by a publication interval of at least 3 weeks,
- the paper for secondary publication is intended for a different group of readers,
- the secondary version faithfully reflects the data and interpretations of the primary version,
- the footnote on the title page of the secondary version informs readers, peers, and documenting agencies that the paper has been published in whole or in part and states the primary reference.

1.2 PUBLISHING AGREEMENT

Sending the manuscript to the editorial office is tantamount to agreeing to a peer review and a publication in PHR and the journal's website on the basis and with consideration to licences described in the information of Legal Ownership Rules.

1.6 STATEMENTS

The condition for the publication of the article is that the authors (first author) submit statements concerning: the conflict of interest, ownership rights and transfer of ownership rights, no previous publishing of the sent material, the source of financing the research and payment for publication, and also lack of the phenomenon of “ghostwriting” and “guestauthorship” as well as the acceptance of Open Access license which is sent to the author after the article is qualified for print and becomes a binding document.
2. PREPARING MANUSCRIPT FOR PRINTING

The manuscript to be printed in PHR should be sent to the editor by e-mail through the ISZA system ( ) to the website of the magazine. The file containing the whole article and the drawings and photographs may not be bigger than 5MB. The manuscript should be prepared in the Polish or English language, according to the editing guide (see 3) and in MS Office Word (doc.docx files). The editors allow sending long manuscripts (up to 50 pages of print) This is done in the case of review papers comprehensively discussing some issues and forming a summary and synthesis of existing knowledge in a given subject. In case of sending a longer manuscript, the editors may offer the author cooperation in elaborating and releasing a monograph or an academic textbook under the aegis of PHMTS. If the author is not interested in such a solution, the editors will suggest dividing the manuscript into a few parts that will be published as separate publications, related thematically. In case of papers describing the results of experiments involving human beings, it is forbidden to give information that could identify them, unless the information is important from an academic or scientific point of view. In that case, the author must have a written consent to disclosing such data and present the editors a statement saying the above-mentioned formalities have been completed.

2.1 PUBLICATION LAYOUT

The publication layout described below applies solely to basic academic papers (see 1.1), other papers may vary in form provided that they meet the requirements included in the style and editing guide (see 3). The first page must include the full name of the author(s), the address, and contact details for future readers. If there are more than two authors, all their names should be listed, along with the main author's address and contact details (see 1.6). Next the title of the publication should be placed in Polish and the summary introducing he reader to the content of the manuscript. After the summary the author should present keywords identifying the field of scientific work described in the material. After that the title, abstract, and keywords are to be presented in English. If the research was ordered, as part of a grant, statute work etc. this information should be given.

2.1.1. THE TITLE OF THE MANUSCRIPT

The title of the manuscript should be concise and short, clearly presenting the topic of the manuscript, and to contain other words than those keywords presented in the further part.

2.1.2 INTRODUCTION

The introduction should present the origin and justify the purpose of the study. Literature citations in the introduction should be limited only to some items directly related to the content of this introduction. The introduction does not give the results or conclusions of the research.

2.1.3 MATERIALS AND METHODS

This section should provide information on the subject of research, methods, and materials used, in an explicit and detailed way so as to enable readers to repeat the described study or monitor and verify it. Well-known research methods should be given a reference. Well-known methods not having been published should be given a
brief description. The methods that are new or significantly modified should be described in detail. The detailed statistical methods should also be mentioned.

2.1.4 RESULTS
This chapter should present the results of experiments or analyses in a logical sequence in the form of text, tables or diagrams. Only important observations should be summarized and emphasised. Data from tables or figures should not be repeated in the text where only the most important information should be summarized. The number of tables and figures should be limited to the ones needed to explain the results, analysis, and statements of the author(s). As an alternative to tables with multiple entries, charts could be used, but data cannot be duplicates in tables and graphs. If possible, quantitative results should be given, with appropriate indicators of measurement error or uncertainty. At this point, the method of analysing the results can be presented. The applied statistical and analytical methods should be described in sufficient detail so that a reader with access to data or repeating the experiment could use the same method to verify the results. Using technical terms in statistics in a non-technical way should be avoided. All statistical terms, abbreviations and symbols used should be explained.

2.1.5 DISCUSSION OF THE RESULTS
This chapter is an analysis of the results of the experiment or research in terms of their novelty or cognitive or didactic values. Do not repeat the detailed data presented in previous chapters; they should be used for evaluating the results in relation to the current state of knowledge in a given field on the basis of literature (with an appropriate reference to literature).

2.1.6 CONCLUSIONS
This chapter should present the conclusions of the study, either in bullet points or in a descriptive form. Conclusions should correspond with the objectives outlined in the introduction. Conclusions that are not based on the observations, research, and analysis, the so-called “revealed conclusions”, are not permitted, along with statements referring to the costs or benefits, if the work does not include economic analyses. If a hypothesis is proposed, this should be clearly noted. The priority of the research and study that are not yet completed should not be mentioned [2]. If possible, the published observations should be compared with other, related research and indicate their possible implications for future research.

2.1.7 ACKNOWLEDGEMENTS
Before a list of references, a list of acknowledgements should be given; it should define [2]:
- contribution to the work that deserves recognition, but does not justify inclusion in the authorship,
- acknowledgements for technical assistance,
- acknowledgements for possible financial assistance (and its type),

2.1.8 LITERATURE
The number of citations may not exceed 20% of references. Bibliography should be presented according to Vancouver Style: The numbering of citations corresponds to the order of occurrence of citations in the text where they are marked with Arabic
3.2 EDITING REQUIREMENTS

Material submitted for publication in PolHypRes should be written entirely in Arial, Times New Roman or Cambria 11 pcs in a uniform style, without underscores, all caps or small caps. The use of bold and italic font should be kept to a minimum. Throughout the text one should retain single spacing between lines and normal spacing between characters. All margins 2.5 cm, with no margin for binding. A4 page format. In the legend of drawings and descriptions of tables use Arial 10 pcs. Throughout the text of paragraph 1.25 cm should be used.
2.2. STYLE GUIDE
A manuscript sent to print in PolHypRes should all be written in Arial, Times New Roman or Cambria 11 pts in a

2.2.1 TABLES
The tables in the text should be centred, with centred cells, text in Cambria, 11 pt. To describe a table, use Arial, 10 pt, if the description fits on one line it should be centred, if not, justified. It is not allowed to include a table in the form of a picture. Tables should be numbered consecutively in order of appearance in the text (e.g. Table 1), the name of the table should be aligned to the right.

2.2.2 FIGURES
Generally, PHR publishes illustrations in black and white; in some cases where it affects the quality and educational value of the material, an illustration can be published in colour. In this case, the editors may propose to postpone the publication of the paper until the whole issue will be published in full colour. Illustrations should be placed in the text at the beginning or end of a page. Figures must be centred, the legend written in Arial, 10 pt. If the legend fits on one line, it should be centred just as the figure, if not, justified. Pictures should be at a resolution of at least 200 dpi. A common numbering for drawings and photos is allowed. Figure number should be consistent with the order in which they appear in the text or chapter. In this case, the number consists of two digits: the chapter number - dot - the number of the order in which they appear in the chapter (e.g. Fig. 1.2). Descriptions of the illustrations and references to it should be clear and legible, no handwriting or typescripting is allowed. The publication should include an adequate number of illustrations, but it is forbidden to insert illustrations for which there is no reference in the article or that does not add any substantial information. It is allowed to provide illustrations in a separate file in a format that allows editing them ( *.jpg, *.tif); if it is a graph generated using MS Excel, in the case of providing a drawing separately, the author is kindly asked to provide it with a source sheet in MS Excel. If the graph is generated with other software such as Statistica, if it is not placed in the text, should be provided as a graphic file ( *.jpg, *.tif); Illustrations submitted separately must be accompanied by information about the place of its location in the text. The editorial board is not responsible for publishing an illustration to which the author has no copyright.

2.2.3 EQUATIONS
Equations should be written using Equation Editor in MS Word. The equation should be centred, font size 12 pt, normal, superscript and subscript 10 pt, secondary superscript and subscript 9 pt, symbol 12 pt, sub-symbol 10 pt; numbering of the equations in parentheses, e.g.: (1), aligned to the right. Equations should be numbered according to the order of appearance in the text or chapter. In this case, the number consists of two digits: the chapter number - period - the number of the equation according to the order in which they appear in the chapter, e.g. (1.2). All the abbreviations and symbols used in a formula should be explained below it.

2.2.4 CITATIONS
The forms of academic citations come from a variety of traditions, communication abilities, and space saving practices. As the Harvard System of Referencing (e.g.
(Kowalski 2007]) is very convenient for the author, the editors introduce a modified PWN system, also to the readers’ convenience. The modification involves placing the publication number from the literature reference list in square brackets (e.g. [2]) at the end of the sentence with a citation, before the full stop. If there are more sources, it is possible to list them using commas as separators (e.g. [2,3,7]). It is recommended to quote data, hypotheses, theories, and arguments and not particular sentences and words. The following principles should be kept in mind while quoting:
- avoid referring to publications in which there is no quoted data but a reference to another publication where it can be found,
- do not change or misrepresent the data you quote,
- do not use selective quoting, i.e. do not omit publications in which the information is incompatible with the argument posed by the author,
- it is unacceptable to cite other peoples’ results as the ones of the author,
- auto-quoting should be used with caution, i.e. quoting the author’s own publications should take place only if it is really justified.

2.2.5 ABBREVIATIONS AND SYMBOLS
Standard abbreviations and symbols should be used. It is forbidden to use abbreviations and symbols in the title and abstract. The first use of an abbreviation in the text must be explained, unless it is a standard unit of measurement [2].

The instruction for submitting the manuscript
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