INSTRUCTION TO AUTHORS
(Effective since 2007, modified)

Scope

Polish Journal of Microbiology (PJM) publishes descriptions of all aspects of basic and applied research that focuses on topics of basic research and practical value in microbiology. Topics that are considered include microbiology in the area of basic biological properties of bacteria and archaea, viruses, and simple eukaryotic microorganisms, genetics and molecular biology, microbial ecology, medical bacteriology, public health as well as food microbiology, industrial microbiology and bacterial biotechnology.

A manuscript of the original paper (full length paper and short communication) submitted to Pol. J. Microbiol. must present reports of original research that have not been previously published and is not being considered for publication elsewhere. All authors of manuscripts are responsible for their content and it is assumed that they all have contributed substantially to the presented research, read and approved the manuscript.

Minireviews in areas of particular interests and importance in microbiology are also published. They are usually invited, but authors wishing to submit a minireview should contact the Editor in Chief directly for further information and see at Minireview section below.

There is no page charge for publication in PJM but since 2007 printed reprints are not sent to corresponding authors (see Chapter: Reprints). Full text articles are available free of charge as pdf files on the Pol. J. Microbiol. web site (www.microbiology.pl/pjm) directly after the current issue is printed.

How to Submit Manuscripts

We prefer obtaining the electronic version of the paper, submitted via e-mail. Text and tables + figures captures must be attached as one Word document, while figures need to be saved in jpg or tif format and each one should be attached individually to the electronic letter mailed to the address: pjm@pzh.gov.pl (do not include figures in the body of the text)

You may also submit two printed copies of your manuscript, including figures and tables (+ floppy disc or CD with electronic version organized as above) by mail directly to the Editor in Chief (Stanisława Tylewska-Wierzbanska) of Polish Journal of Microbiology (ul. Chocimska 24, 00-971 Warsaw, Poland).

The manuscript should be accompanied by a cover letter stating the postal address, phone and fax numbers and e-mail of the corresponding author who is responsible for the all correspondence regarding the submitted paper. Receipt of each manuscript will be confirmed by e-mail to the corresponding author within three business days. It will be given a PJM registration number which the corresponding author is asked to refer to in correspondence with the editors. Correspondence concerning the paper is exclusively by e-mail, except for signed Acceptance Letter if needed.

Beside the main title of the paper include in the cover letter the proposed „running title” of the manuscript (about 50 characters in length, including spaces).

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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 may be rejected on the basis of poor English or lack of conformity to accepted standards of style before the review process.

Junior scientists submitting his/her paper must have the submitted manuscript accepted by the head of the scientific unit where the research was carried out.

Illustrations may be supplied as PDF/jpg files for reviewing purposes only on initial submission. After receiving the Letter of Acceptance, please submit illustration at their intended publication size in tiff format (with LZW compression) at the correct resolution 300 dpi for grayscale and color, 600 dpi for line art. Halftone images (those with various densities or shades) must be prepared in tiff, not bitmap or jpg. For instructions on creating acceptable tiff files, refer to the Cadmus digital art website [http://art.cadmus.com/da/index.jsp].

The Review Process

All manuscripts are subjected to pre-screening by the Editor in Chief and can be rejected at this stage or returned for corrections before evaluation (if they do not meet the criteria given in the Instruction to Authors, including language quality or are out of scope of PJM). After passing the pre-screening stage the
manuscripts are processed by one of the editors and sent to at least one qualified outside referee, but the editors may also act as reviewers.

Authors may suggest, in the cover letter, the names (together with contact details) up to 5 potential referees which may be used at the discretion of the editor. When a manuscript is returned to the authors for modification, it should be sent back to the editorial office within 3 months; otherwise it may be considered withdrawn.

While the paper is accepted for publication the transfer of copyright to the Publisher becomes effective. The papers are generally printed in no more than three months after returning the corrected version and obtaining its final acceptance.

### Preparation of Manuscripts

#### Regular paper

The manuscript of the full length original paper in general should not exceed 20 typed pages (up to 1800 letters per page) including tables and figures. Type every portion of the manuscript double-spaced using 12 points Times New Roman. Do not use **bolded** fonts except for subtitles and **authors names in Literature chapter** or **italics** except for microorganism names (Escherichia coli), genetic loci (repA) or Latin words like: *in vivo*, *et al.*, etc., journal title abbreviations (*J. Bacteriol.*) and book titles (not titles of the book chapters). No part of the manuscript should be underlined and written using CAPITAL letters. Number all pages in sequence, including abstract, tables and figure legends.

The full length paper should be divided into the following sections written in sequence: Title, Abstract, Introduction, Experimental: Materials and Methods, Results, Discussion, Acknowledgments, Literature.

#### Key words

Up to five key words or short phrases should be given in alphabetical order, except for microorganism names, and placed below the abstract; they should be directly connected with the subject presented (avoid common words 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 and 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.

For names of microorganisms, follow the guidelines of the International Nomenclature Committee (up to date names available as validation list published by *International of the Systematic and Evolutionary Microbiology*). Species names are written in full the first time the name appears in text; subsequently, use only the first letter of the genus name followed by the species epithet (*e.g.* Escherichia coli, then *E. coli*). Genetic loci are italicized (repA), protein products of the loci are not italicized (RepA).

The source of materials (media or chemicals) should be indicated if critical for the validity of experimental results. For centrifugation conditions preferably give the centrifuge forces in “g” (10 000xg) rather than rpm.

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#### Results

In the “Results” section, include only the results of the experiments; reserve extensive interpretation of the results for the “Discussion” section. While justified by
the nature of the paper the „Results” and „Discussion” sections may be combined (e.g. “Results and Discussion”). Present the results as concisely as possible and illustrate them with and tables or figures if applicable (presentation of the same results in both tables and figures is not acceptable). Avoid the use of graphs to present data that might be more concisely presented in the text. Limit illustrative materials to those that are absolutely necessary to demonstrate the original experimental findings. Number figures (with Arabic numerals; 1, 2, 3) and tables (with Roman numerals; I, II, III) in the order in which they are cited in the text, and be sure to cite all figures and tables.

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

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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.

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It is the responsibility of authors to verify each reference against the original article as well as make sure that each paper cited in the text is included in the list. Keep the number of citations reasonable, avoid exhaustive citations of “historical” papers except if absolutely necessary.

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Minireviews
Minireviews are published in areas of particular interest and importance. They are usually invited, but authors wishing to submit a minireview should contact the Editor in Chief directly for further information.

Authors need to be experts on the topic reviewed documented with published achievements in the field as the papers. They must give a review of recent achievements in the field, with only a brief introduction to the general subject (with references to previous reviews on this topic), and not only summarize chosen data, but also discuss the impact of the recent results, present new hypotheses or concepts. The approximate length of the minireview is 15 double printed pages.

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