

GENERAL INFORMATION, RULES FOR REVIEW AND ACCEPTANCE OF MANUSCRIPTS, INSTRUCTION FOR AUTHORS

GENERAL INFORMATION

Our Dermatology Online journal is a medical journal publishing original scientific papers based on authorial research, as well as review and opinion articles and case studies. The Advisory Board includes specialists from many countries around the world. Our Dermatology Online journal is quarterly and is available in electronic form at www.odermatol.com. Papers are published in English, with abstracts and key words in this languages. It is acceptable to articles written in any other language, with a compulsory summary in English. The editors of Our Dermatology Online journal endorse the principles embodied in the Helsinki Declaration and expect that all research involving humans has been performed in accordance with these principles. For animal experimentation reported in the journal, it is expected that investigators will have observed the Interdisciplinary Principles and Guidelines for the Use of Animals in Research, Testing, and Education issued by the New York Academy of Sciences' Adhoc Committee on Animal Research. All human and animal studies must have been approved by the chief investigator's institutional review board. Authors are requested to include a copy of the relevant documentation with the submitted manuscript.

The whole process of submission of the manuscript to final decision and sending/receiving proofs as well is completed online

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Received manuscripts are first examined by the **Our Dermatology Online** journal. Manuscripts clearly not suitable for publication are rejected and returned to the first author without further review. Incomplete work or manuscripts not prepared in the required style (see below) will be sent back to the authors without scientific review, but may be resubmitted as soon as they have been corrected. The first author will notified e-mail when the manuscript is registered at the Editorial Office, and the registration number will be indicated. The responsible editor will make the decision either to send the manuscript to another reviewer to resolve the difference of opinion or return it to the authors for revision. The ultimate decision to accept, accept subject to correction, or reject a manuscript lies within the prerogative of the of the Editor-in-Chief and is not subject to appeal. The editors are not obligated to justify their decision.

For the evaluation of each publication shall be appointed at least two independent reviewers from outside the unit. Authors and reviewers do not know their identity („double-blind review proces”). Review must end with an explicit request for approval to publish the article or its rejection. Once a year the journal shall publish a list of reviewers co-operating in web.

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Authors of research articles should disclose at the time of submission any financial arrangement they may have with a company whose product is discussed in the submitted manuscript.

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Manuscripts submitted for publication should be clearly identified as belonging to one of the following categories:

- **Original Articles:** articles reporting the previously unpublished results of completed scientific experiments conducted by the authors, confirming or refuting a clearly defined research hypothesis. *References are limited to 50;*
- **Review Articles:** articles presenting the current state of knowledge on a given issue, with emphasis on current controversies, theoretical and practical approaches to the problem, etc., including a well chosen bibliography. A Review Article is normally 4,000–5,000 words (excluding Abstract and references). *References are normally limited to 100;*
- **Case Studies:** articles describing in detail the diagnosis and/or treatment of 1-3 patients, emphasizing unusual or difficult features of therapy in the case(s) described, within the thematic scope of Our Dermatology Online journal;
- **Short Reports:** brief descriptions of selected clinical solutions to particular problems, or new discoveries that are not yet confirmed experimentally,
- **Opinion Articles:** descriptions of important issues, controversies, and opinions in the area of dermatology;
- **Historical articles:** presentation of important figures, movements, and advances in the field of dermatology;
- **reports, review, announcements;**
- **Letters to the Editor,** especially comments on recent Our Dermatology Online journal articles and issues of importance to readers. Letters to the Editor should have no abstract and no sub-headings.
- **Expert Commentary:** commentaries are written on invitation of the Editors, and are short and narrowly focused on the articles published by the journal. They provide critical or alternative viewpoints on key issues and generally consist of a discussion of an article published in the journal.

INSTRUCTIONS FOR AUTHORS

The following instructions are in general compliance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (N Eng J Med 1997;336: 309-15; www.acponline.org/journals/resource/unifreqr.htm).

Preparing the manuscript for submission

The work should be sent by e-mail address:

brzezoo77@yahoo.com

The text should be written in a 12-point font with one-and-a-half spacing and margins of 2.5 cm (1 inch) on all four sides, in Word. The editors reserve the right to edit the article for formatting.

Title page

The manuscript should have a title page containing the following information:

- the full name of each author,
- the organizational affiliation of each author (workplace),
- the full title of the article in both English or in addition to any other language, in which work be written.
- 3-6 key words selected in accordance with the MeSH system as used in the Index Medicus (MEDLINE),
- the first author's full name, address, telephone and/or fax number, and e-mail address if available, for purposes of correspondence during the preparation of the manuscript for print,
- the sources of any material or financial support, in the form of grants, subventions, major donations, etc., if any,

Summaries

Regardless of the language in which the work is submitted, the article will be accompanied by summaries in English in addition to any other language, in which work be written. If the manuscript is submitted with a summary only in the original language, it is a precondition for publication that the missing summary be supplied. The summaries should have similar structure and content in both languages.

The summary should be in structured form, not exceeding 230 words, and should consist of four paragraphs of 1-3 sentences each, labeled:

Introduction: the purpose of the article or research, the primary thesis.

Material and Methods: a brief description of the research; in the case of a review or opinion article, a characterization of the literature; for a case study, a brief description of the patient; the main parameters measured, etc.

Results: the most significant results achieved.

Conclusions: the most important 1-2 conclusions derived by the authors from the results presented in the article.

The preceding structure does not apply in detail to review or opinion articles.

Structure of the text

The text of the article should be divided into six sections labeled: Background (Introduction), Material and Methods, Results, Discussion, Conclusions, References. Before References, if appropriate, the authors may insert Acknowledgements; an Appendix may be attached at the end, if needed. Each section should be clearly designated by a title in boldface.

When circumstances require, depending on the contents and nature of the article, a different structure may be used, provided, however, that the structure of the article is clear, transparent and self-consistent.

Introduction should give the scientific and/or clinical rationale for researching the given topic, the primary issues and controversies, an explanation of the aim of the study and the primary thesis.

Material and methods should contain essential information regarding how the experiment or research was conducted, including the essential characteristics of the experimental and control groups (age, gender), inclusion and exclusion criteria, and the randomization and masking (blinding) method used. The protocol of data acquisition, procedures, investigated parameters, methods of measurements and apparatus should be described in sufficient detail to allow other scientists to reproduce the results. In the case of published methods, the names with appropriate references should be given. References and a brief description should be provided for methods that have been published but are not well known, whereas new or substantially modified methods should be described in detail. The rationale for using such new or unknown methods should be discussed, along with a balanced evaluation of these methods, not omitting their limitations. Drugs and other chemicals should be precisely identified, including the generic name, dosage, and route of administration.

Information regarding the patients' informed consent should be included in the text of the article (see above: Patient confidentiality). Study subjects should be identified only by arbitrarily assigned initials or numbers. Any information contained in photographs, images, or other illustrations that could serve to reveal the person's identity should be thoroughly camouflaged or concealed. The faces of persons appearing in photographs should be masked or covered with a black band, unless for compelling reasons this is impossible.

Results concisely and reasonably summarize the findings in the form of text, tables and figures arranged in a logical and internally self-consistent manner. The number of tables and figures should be limited to those absolutely needed to confirm or refute the thesis. Data given in graphs and tables should not be automatically repeated in the text. The number of observations should be clearly indicated, as well as exclusions or losses to observation. Any complications that may occur in treatment or examination should be reported.

Discussion should deal only with new and/or important aspects of the results obtained, without repeating in detail data or other material previously presented in Background or Results. The Discussion should focus on the theoretical implications and/or practical consequences of the findings, including suggestions for further research. The Discussion should compare the results of the present study to those obtained by other investigators mentioned in the text.

Conclusions must be linked with the goals of the study. New hypotheses with recommendations for further research should be advanced only when fully warranted and explicitly justified. Include recommendations when appropriate. Unqualified statements and conclusions not supported by the data obtained should be avoided.

Acknowledgements list all those who have contributed to the research but do not meet the criteria for authorship, such as assistants, technicians, or department heads who provided only general support. Financial and other material support should be disclosed and acknowledged.

References, chosen for their importance and accessibility, *are numbered consecutively in the order of their occurrence in the text*. Number of cited references is not limited. References first cited in tables or figure legends must be numbered in such a way as to maintain numerical sequence with the references cited in the text. **Identify footnotes in text by Arabic numerals in square brackets; they should appear like the following: [1, 2, 5, 6] or [3-8].**

The style of references, which will be strictly observed, is that of Index Medicus. **When an article has six or fewer authors, all should be listed; when there are seven or more, only the first three are listed, then „et al.”**

The following sample references are taken from the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (N Eng J Med 1997;336:309-15; www.acponline.org/journals/resource/unifreqr.htm).

Standard journal article

1. Shelley WB, Shelley ED. Coexistent erythrasma, trichomycosis axillaris, and pitted keratolysis: an overlooked corynebacterial triad? J Am Acad Dermatol. 1982;7:752-7.
2. Abreu Velez AM, Jackson BL, Velasquez Cantillo KL, Rafael A, Alvarez B, Howard MS. Merkel cell carcinoma versus metastatic small cell primary bronchogenic carcinoma. Our Dermatol Online. 2013;4:64-71.
3. Ajili F, Bousseta N, Msakni I, Metoui L, Gharsallah I, Laabidi J, et al. Symptomatic macroglossia and tongue myositis in Dermatomyositis. Our Dermatol Online. 2013;4:176-8.

Article in electronic form

Drayer DE, Koffler D. Factors in the emergence of infectious diseases. Emerg Infect Dis [serial online] 1995 Jan-Mar [cited 1996 Jun 5];1(1):[24 screens]. Available from: URL:<http://www.cdc.gov/ncidod/EID/eid.htm>

Book, personal author(s)

Ringsven MK: Gerontology and leadership skills for nurses. 2nd ed. Albany (NY): Delmar Publishers; 1996.

Book, editor(s) as author

Barankin B, Metelista AI, Lin AN: Illustrated Dictionary of Dermatology Eponyms. LWW, Baltimore 2005.

Chapter in a book

Sokołowska-Wojdyło M, Placek W: Receptory TCR – rearanŜacja genów, [w:] Pierwotne chłoniaki skóry. M. Sokołowska-Wojdyło, J. Roszkiewicz (red.), Wydawnictwo Czelej, Lublin. 2008: 45-51.

Conference proceedings

Kimura J, Shibasaki H, editors: 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.

Abstracts or reviews should generally not be cited as references, nor should „unpublished observations” or „personal communications”. If such material is necessary, it should be incorporated and acknowledged in the text at the appropriate place.

Tables are numbered consecutively in the order of their first citation in the text, with a brief title. A short or abbreviated heading should be used for each column. Descriptions of the table should be prepared both in English and also in any other language in which the work is written. The arrangement of the table should be as simple as possible, without adding unnecessary horizontal or vertical subdivisions. Explanations, including the clarification of non-standard abbreviations, should be provided in footnotes under the table, and not in the table itself. The footnotes should be numbered independently for each table.

Figures should be professionally done; freehand or typewritten lettering is unacceptable.

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Figures should be numbered consecutively according to the order in which they are first cited in the text. Care should be taken that each figure is in fact mentioned in the text.

It is recommended that color photographs.

Photomicrographs should have internal scale markers. The symbols, arrows, or letters used in photomicrographs should contrast with the background. If photographs of people are used, either the identity should be masked or written permission should be obtained to use the photograph.

Identify tables by Roman numerals accompanied by an appropriate caption. Figure and table captions shall be in your language and English.

Identify figures by Arabic numerals, whereas tables by Roman ones.

Tables, figures, drawings and photographs may be processed using any mode and software (*.jpg, *.tif, *.bmp).

Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or liter) or their decimal multiples. Temperatures should be given in degrees Celsius. Blood pressures should be given in millimeters of mercury.

All hematological and clinical chemistry measurements should be reported in the metric system in a manner consistent with the International System of Units (SI). Alternative or non-SI units should be added in parentheses

Abbreviations in text

The specialist abbreviations shall be provided for the first time with a full name in brackets and then on their own in the text.

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