

SEPSIS

Editorial policy and general information

SEPSIS is an international, peer-reviewed scientific journal that publishes original articles in experimental and clinical research and related disciplines such as molecular biology, biochemistry, genetics, biophysics, bio- and medical technology dealing with disorders of the veins and lymphatic vessels as well as related topics in surgery, imaging medicine, aesthetic medicine etc. SEPSIS is issued four times per year on paper and in electronic form at www.PrzeglądFlebologiczny.pl/library Paper copies are distributed worldwide. SEPSIS is internationally indexed in EMBASE/Excerpta Medica and CINAHL.

The SEPSIS editors endorse the principles embodied in the Declaration of Helsinki and expect that all investigations involving humans will have 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 ad hoc Committee on Animal Research. All human and animal studies must have been approved by the investigator's Institutional review board. All ethical issues related to the publication such as authorship, originality of the research and papers etc. are managed according to the guidelines of the Committee of the Publication Ethics (COPE). In order to exclude any further biases and violations of the ethical issues, both the Publisher and Editorial Staff warn that all such cases will publish the official communication (including all names of the authors involved, their affiliations and related data) both in print and on-line. Authors proven to be involved in such cases will not be allowed to submit a paper for the following 24 months since affected paper was revealed.

Review process

Manuscripts are evaluated on the basis that they present new insights to the investigated subject, are likely to contribute to a research progress or change in clinical practice or in thinking about a disease. It is understood that all authors listed on a manuscript have agreed to its submission irrespectively to their written statement submitted upon author's proof. The signature of the corresponding author on the letter of submission signifies that these conditions have been fulfilled.

Received manuscripts are first examined by the SEPSIS editors. Manuscripts with insufficient priority for publication are rejected promptly. Incomplete packages or manuscripts not prepared in the advised style (as listed in a separate Instructions for Authors) will be sent back to authors without scientific review. The authors are notified with the reference number upon manuscript registration at the Editorial Office. The registered manuscripts are sent to independent reviewers for scientific evaluation. We encourage authors to suggest the names of possible reviewers, but we reserve the right of final selection. The evaluation process usually takes form one upto three months. Submitted papers are accepted for publication after a positive opinion of the independent reviewers. Final decision is made by the Editor-in-Chief or delegated editor.

Suggesting the reviewers

Authors are asked to facilitate the review process by providing the names and e-mail addresses of at least three suitable reviewers, on the understanding that the editor is not bound by any such nomination. Failure to follow this request may delay the handling of your paper, since the editorial office may specifically ask you to nominate potential reviewers for papers covering unfamiliar areas. Note: According to the recent study, either suggesting or excluding reviewers can significantly increase a manuscript's chances of being accepted.

Conflict of interests

Authors of research articles should disclose at the time of submission any financial arrangement they may have with a company whose product figures prominently in the submitted manuscript or with a company making a competing product. Such information will be held in confidence while the paper is under review and will not influence the editorial decision,

but if the article is accepted for publication, the editors will usually discuss with the authors the manner in which such information is to be communicated to the readers.

Because the essence of reviews and editorials is selection and interpretation of the literature, the SEPSIS expects that authors of such articles will not have any financial interest in a company (or its competitor) that makes a product discussed in the article. SEPSIS policy requires that reviewers, associate editors, editors, and senior editors reveal in a letter to the Editor-in-Chief any relationships that they have that could be construed as causing a conflict of interest with regard to a manuscript under review. The letter should include a statement of any financial relationships with commercial companies involved with a product under study.

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Patients confidentiality

Changing the details of patients in order to disguise them is a form of data alteration. However, authors of the clinical papers are obliged to ensure patients privacy rights. Only clinically or scientifically important data are permitted for publishing. Therefore, if it is possible to identify a patient from a case report, illustration or paper, SEPSIS Editors ask for a written consent of the patient or his/her guardian to publish their data, including photographs prior to publication.

The description of race, ethnicity or culture of a study subject should occur only when it is believed to be of strong influence on the medical condition in the study. When categorizing by race, ethnicity or culture, the names should be as illustrative as possible and reflect how these groups were assigned.

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Publishing model and authors fees

The submission and peer-review of manuscripts are free of charge. Authors are requested to submit papers via official SEPSIS web page only and keep fully accordant to the Instructions for Authors. It is understood, any omissions or inaccuracies to the Instructions for Authors may cause the immediate rejection of the submitted paper or may significantly expand the submission-publication period.

Instrukcje dla Autorów *Instructions for Authors*

Criteria for manuscripts

Editorial Staff of SEPSIS takes under consideration for publication original articles in experimental and clinical medicine and related disciplines dealing with bride understanding of severe infections in humans as well as animal and/or in vitro models with the understanding that neither the manuscript nor any part of its essential substance, tables and/or figures have not been published previously in print form or electronically and are not taken under consideration by any other publication or electronic medium. Copies of any closely related manuscripts should be submitted to the Editor along with the manuscript that is to be considered by SEPSIS. The SEPSIS discourages the submission of more than one article dealing with related aspects of the same study.

Each submission packet should include the statement signed by the first author that the work has not been published previously or submitted elsewhere for review and a copyright transfer (appropriate samples are available on SEPSIS' web page.

Papers categories

Accepted papers are published in the following journal sections:

1. Hypothesis a division designed for presentation new, yet empirically unproved medical hypothesis
2. Basic Research for laboratory investigations and animal studies
3. Clinical Research for human research papers
4. Epidemiology for population studies
5. Product Investigations for scientific evaluations or reports on medical and pharmaceutical products side effects, efficacy etc, already accepted for a routine daily practice

Case Reports Diagnostics and Medical Technology enable presentation of research or review works in overlapping areas of medicine and technology such us (but not limited to): medical diagnostics, medical imaging systems, computer simulation of health and disease processes, new medical devices, etc

Letters to Editor for comments on a recent SEPSIS articles or crucial society matter being recently on the storyboard. Reviews and special reports - papers may be accepted on the basis that they provide a systematic, critical and up-to-date overview of literature pertaining to research or clinical topics. Meta-analyses are considered as reviews. A special attention will be paid to a teaching value of a review paper.

Manuscript preparation

Guidelines for submission in SEPSIS are in accordance with Uniform Requirements for Manuscripts Submitted to Biomedical Journals (N Eng J Med, 1997;336:309-315).

Text should be one and half spaced with 12-point typeface. Margins: 2.5 cm (1 inch) at top, bottom, right, and left.

As far illustrations are very helpful and for case reports are mandatory, in reviews it should be explained what information retrieval sources were used and what were the criteria in selecting the referred papers. The Editorial Staff reserves the privilege to adjust the format of the article. The manuscript should include:

Title page with the following information ONLY:

1. full names of all authors
2. name of the department and institution in which the work was done
3. affiliations of the authors
4. manuscript full title
5. running title/subtitle
6. full name, address, telephone and/or fax number of the author responsible for manuscript preparation (corresponding author)
7. e-mail address to speed up contacts with authors
8. source(s) of support in the form of grants (quote the number of the grant) equipment, drugs etc.

SEPSIS

Instructions for Authors Instrukcje dla Autorów

Abstract page Abstract in structured form only, not exceeding 250 words should consist of four paragraphs labeled: Background, Material and Methods, Results, Conclusion. Each summary section should begin in a new line and briefly describe, respectively, the purpose of the study, how the investigation was performed, the most important results and the principal conclusion that authors draw from the results.

Key words (3 to 6) or short phrases should be written at the bottom of the page including summary. The use of the items included in Index Medicus (Medical Subject Headings) is advised. **Text** The text of the article should be divided to seven paragraphs labeled: Background, Material and Methods, Results, Discussion, Conclusions, Acknowledgements, References.

Background should contain scientific rationale and the aim of the study or (in case of a review) purpose of the article

Material and methods should describe clearly the selection of observational or experimental subjects (patients or laboratory animals) including controls, such as age, gender, inclusion and exclusion criteria, (the circumstances for rejection from the study should be clearly defined), randomization and masking (blinding) method. 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. Name and references to the established methods should be given. References and 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 reasons for using them should be provided along with the evaluation of their limitations. The drugs and other chemicals should be precisely identified including generic name, dose and route of administration.

The statistical methods should be described in detail to enable verification of the reported results.

Provide information on patients informed consent. Studies on patients and volunteers require informed consent documented in the text of the manuscript. Where there is any unavoidable risk of breach of privacy - e.g. in a clinical photograph or in case details - the patient's written consent to publication must be obtained and copied to the journal. Information on approval of a Local Ethical Committee should also be provided.

Results should concisely and reasonably summarize the findings. Restrict tables and figures to the number needed to explain the argument of the paper and assess its support. Do not duplicate data in graphs and tables. Give numbers of observation and report exclusions or losses to observation such as dropouts from a clinical trial. Report treatment complications. The results should be presented in a logical sequence in the text, tables and illustrations. Do not repeat in the text all the data from the tables or graphs. Emphasize only important observations.

Discussion should deal only with new and/or important aspects of the study. Do not repeat in detail data or other material from the Background or the Results section. Include in the Discussion the implications of the findings and their limitations, including implications for future research. The discussion should confront the results of other investigations especially those quoted in the text.

Conclusions should be linked with the goals of the study. State new hypotheses when warranted. Include recommendations when appropriate. Unqualified statements and conclusions not completely supported by the obtained data should be avoided.

Acknowledgements. List all contributors who do not meet the criteria for authorship, such as technical assistants, writing assistants or head of department who provided only general support. Financial and other material support should be disclosed and acknowledged.

References MUST BE UP-TO-DATE! Must be numbered consecutively in alphabetical order. References selected for publication should be chosen for their importance, accessibility, and for the further reading opportunities they provide. References first cited in tables or figure legends must be numbered so that they will be in sequence with references cited in the text. The style of references is that of Index Medicus. List all authors

when there are six or fewer; when there are seven or more, list the first three, then et al. The following is a sample reference: *Standard journal article:* Lahita R, Kluger J, Drayer DE, Koffler D, Reidenberg MM: Antibodies to nuclear antigens in patients treated with procainamide or acetylprocainamide. *N Engl J Med* 1979;301:1382—1385

Article with published erratum: Koffler D, Reidenberg MM: Antibodies to nuclear antigens in patients treated with procainamide or acetylprocainamide [published erratum appears in *N Engl J Med* 1979;302:322—325]. *N Engl J Med* 1979;301:1382—1325

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>

Article, no author given: Cancer in South Africa [editorial]: *S Afr Med J* 1994;84:15

Book, personal author(s): Ringsven MK, Bond D: Gerontology and leadership skills for nurses. 2nd ed. Albany (NY): Delmar Publishers; 1996

Book, editor(s) as author: Norman IJ, Redfern SJ (eds) Mental health care for elderly people. New York: Churchill Livingstone; 1996

Book, Organization as author and publisher: Institute of Medicine (US): Looking at the future of the Medicaid program. Washington: The Institute; 1992

Chapter in a book: Phillips SJ, Whisnant JP: Hypertension and stroke. In: Laragh JH, Brenner BM (eds) Hypertension: pathophysiology, diagnosis, and management. 2nd ed. New York: Raven Press; 1995. pp. 465—478

Conference proceedings: Kimura J, Shibasaki H (eds) 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

Conference paper: Bengtsson S, Solheim BG: Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Rienhoff O (eds) MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6—10; Geneva, Switzerland

Avoid using abstracts or review papers as references. Unpublished observations and personal communications can not be used as references. If essential, such material may be incorporated in the appropriate place in the text.

Tables

Type or print out each table on a separate sheet of paper and in a separate file. Do not submit tables as photographs. Number tables consecutively in the order of their first citation in the text, and supply a brief title for each. Give each column a short or abbreviated heading. Place explanatory matter in footnotes, not in the heading. Explain in footnotes all nonstandard abbreviations that are used in each table. For footnotes use the following symbols, in this sequence: *, †, ‡, **, etc. Identify statistical measures of variations such as standard deviation and standard error of the mean. Do not use internal horizontal and vertical rules. Be sure that each table is cited in the text. If you use data from another published or unpublished source, obtain permission and acknowledge them fully.

Figures

Should be professionally drawn and photographed; freehand or typewritten lettering is unacceptable. Instead of original drawings, x-ray films, and other material, send sharp, glossy, black-and-white photographic prints, usually 127×173 mm (5×7 in) but no larger than 203×254 mm (8×10 in). Letters, numbers, and symbols should be clear and even throughout and of sufficient size that when reduced for publication each item will still be legible. Titles and detailed explanations belong in the legends for illustrations, not on the illustrations themselves. Each figure should have a label pasted on its back indicating the number of the figure, author's name, and top of the figure. Do not write on the back of figures or scratch or mar them by using paper clips. Do not bend figures or mount them on cardboard. Electronic figures should be supplied separately in a high-resolution image format. Do not past the figures into the text file. You are encouraged to check that the quality of

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should be color or black & white glossy prints with numbers and descriptions on the back, following the pattern: title, authors, number of the photograph, its description.

Photomicrographs should have internal scale markers. Symbols, arrows, or letters used in photomicrographs should contrast with the background. If photographs of people are used, either the subjects must not be identifiable or their pictures must be accompanied by written permission to use the photograph.

Legends to Figures

Type or print out legends for illustrations using double-spacing, starting on a separate page, with Arabic numerals corresponding to the illustrations. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend. Explain the internal scale and identify the method of staining in photographs.

Units of measurement

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 terms of the International System of Units (SI). Alternative or non-SI units should be added in parenthesis.

Abbreviations and symbols

Use only standard abbreviations. Avoid abbreviations in the title and abstract. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

Submitting manuscript to the Editors

Manuscripts must be accompanied by a covering letter signed by all coauthors. This must include:

1. information on prior or duplicate publication or submission elsewhere of any part of the work as defined earlier in this document;
2. a statement of financial or other relationships that might lead to a conflict of interest (see below);
3. a statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated earlier in this document have been met, and that each author believes the manuscript represents honest work; and
4. the name, email addresses, postal address, and telephone number of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs.

The letter should give any additional information that may be helpful to the editor, such as the type of article in the particular journal that the manuscript represents.

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