

“PSYCHOTERAPIA” – PUBLISHING PROCEDURE

INFORMATION FOR AUTHORS

1. The aim of the journal is to publish the latest scientific research findings in the field of psychotherapy and related areas, as well as to disseminate knowledge that is useful in practical application.
2. “Psychoterapia” is a scientific quarterly journal of the Psychotherapy Scientific Section of the Polish Psychiatric Association. It has been published since 1972, previously as “Zeszyty Psychoterapeutyczne”. The journal is issued in printed and electronic form, available online at www.psychoterapiaptp.pl, which contains texts in Polish with Polish and English abstracts, and – since 2016 – also full English versions of the articles. The published texts are subject to anonymous review by at least two reviewers. The journal is indexed in the recognized databases Scopus, ERIH Plus, Index Copernicus, Polish Ministry of Science and Higher Education, and in 2016 it was added to the candidate lists of the Emerging Sources Citation Index and EBSCO.
3. Accepted for publishing are:
 - *Original studies (quantitative and qualitative)*
 - *Review articles*
 - *Articles supported with research examples*
 - *Case studies*
 - *Brief communications*
 - *Annals and briefing notes (including reports), book reviews, communications*
 - *Letters to the Editor*
 - *Scientific discussions and polemics*

related to the area of psychotherapeutic interactions in a broad sense.

Topics covered in the journal:

- Research on psychotherapy
- Psychological research methods
- Psychological counselling
- General psychiatry
- Clinical psychology
- Sexology
- Psychotherapy techniques

Published articles should be in agreement with the provisions of the Polish Psychiatric Association Psychotherapists' Ethical Code.

4. The text of original research papers should be divided into the following sections: introduction, methods, results, discussion of the results, conclusions, references.
5. All original research manuscripts, case studies, and articles with research examples must be sent together with a summary in Polish and English, with a minimum of 150 and a maximum of 250 words. In the case of original research papers, the summary should be structured. It should include separate paragraphs for: 1. the aim of the study, 2. methods, 3. results, 4. conclusions. The Polish and the English texts should be followed by key-words (not more than three).
6. Research procedures and statistical analyses should be described in a way that allows for their replication. The description must include the number and characteristics of the study participants, research methods and tools used, and indicate which statistical tests have been used for particular analyses, and which level of statistical significance has been applied. The use of effect size measures and confidence intervals in the description of results is welcome. Central trend indicators (averages, medians) should be accompanied by appropriate measures of variability. An adequate level of accuracy of the presented results should be used. For p-value (test probability), the minimum

and recommended accuracy level is three decimal places. Correlation coefficient and p values are recommended to be presented without the initial zero.

7. The volume - including drawings, tables, references and the summary - may not exceed 20 pages of standard typescript for original, review and case studies, 5 pages for temporary reports and letters to the editor, 2 pages for book reviews, annals and briefing notes, etc. (one page - 1800 characters with spaces; margins - upper, lower, left and right 2.5 cm; double line spacing; left-aligned; font: Times New Roman 12 pt).
8. The manuscripts should be prepared in electronic form (Word for Windows).
 - Decimal places in numbers should be separated by commas (not dots) – this applies only to the Polish version.
 - The text should be written in uniform black colour. All coloured markings used during editing the text in the editor should be removed.
 - Tables should be prepared in Word for Windows, and charts in Word or Excel. The width of tables and drawings must not exceed 12.5 cm (i.e. the width of the journal's columns). Use Arial Narrow CE 10 points for tables and descriptions of drawings.
 - Halftone illustrations should be saved in TIF or EPS format (shades of grey, resolution 300 dpi), in proportions in which they are to be printed.
 - Do not use colours in graph fillings, only shades of grey or black and white fillings. In line charts, use black and white line markers that are provided by the programs.
 - The number of tables, charts, and drawings should be limited to the required minimum.

9. The article should be sent in two versions: a) **basic** (fully anonymised; containing only the content of the manuscript, tables and figures, and a list of references – for review purposes) and b) **editorial** (the original manuscript file containing all the elements, including personal data, affiliation, e-mail address – not for the reviewers).
- The file name should clearly indicate its type and date of creation (e.g. abbreviatedtitle_basic_14.10.2017, abbreviatedtitle_edit_14.10.2017).
 - The author's personal data should be removed from the file properties.
10. Please keep the correct order of literature in the Vancouver standard in the final versions of the text (in both languages). In order to be concise, the editorial office asks to consider only the necessary literature closely related to the subject of the article (no more than 50 items), including publications in Polish journals (this restriction does not apply to systematic reviews).
- The list of references should include only those items that are cited in the text.
 - In the text, the number of the reference should be given in square brackets, and the numbers should be given according to the order of citing (consecutively).
 - Each item in the references section should be written from a new line and preceded by a number.
 - A uniform punctuation (Vancouver standard) according to the following model should be adhered to:
 - **Citing an article from a journal:** the authors' surnames, initials of forenames, title of the article, title of the journal (in accordance with Index Medicus), year, volume, pages. **Example:** Kowalski N, Nowak A. Schizofrenia – own research. Psychiatr. Pol. 1919; 33(4): 210-223. If the number of authors of the quoted item exceeds six: Kowalska A, Kowalski B, Kowalewska C, Kowalewski D, Kowal E, Kowal F et al.

- **Citing a book:** the authors' surnames, initials of forenames, title, place of publication, publisher, year of publication. **Example:** Kowalski ZG. Psychiatria. Sosnowiec: Press; 1923.
- **Citing a book chapter:** the authors' surnames, initials of forenames, title, In: surnames and initials of forenames of the editors of the volume, title, place of publication, publisher, year, pages. **Example:** Szymański BM. Stany depresyjne. In: Kowalski AM, Głogowski P, ed. Podręcznik psychiatrii, 2. ed. Krosno: Psyche; 1972, pp. 203-248.
- Page numbers should be separated by a dash without spaces and not by a hyphen (short pause).
- The editorial board kindly requests that the correctness of psychiatric nomenclature and the use of international drug names be adhered to. Abbreviations according to the International System of Units (SI) should be used.

11. Submitting manuscripts to the journal takes place through the editorial system of electronic processing of scientific papers, available at the Internet address

<http://www.editorialsystem.com/PT>

- If you have not previously created an account in the system, please register using the option “Create new account” available on the left side of the screen. After filling in the registration form, an e-mail is sent to the given e-mail address in order to confirm the correctness of the author's e-mail address (correspondence from the system will be sent to this address).
- If you have already created an account in the system, you may log in by entering your e-mail and password on the right side of the screen (in order to recover your password, use the “I forgot my password” option).

- After logging into the system, in order to submit the manuscript to the editorial office, click the “**Submit new manuscript**” button available at the top of the “Your manuscripts” section. Once the title of the article has been entered and its type selected, windows for entering the necessary elements of the article will appear.
- When submitting a list of authors, it is required to provide the ORCID (Open Researcher and Contributor ID) number, for at least one, main, Author(s); optimally for all of them.
- You can move from one window to another by clicking the “Previous/Next Step” buttons or the name of the label on the left. The last step of submitting your work is clicking “Submit manuscript” – in this step you will find a summary of the previously entered article data and information about possibly missing elements or breaches of formal requirements of sending the manuscript to the editorial office.
- After having correctly and completely entered all elements of the manuscript, including uploading 2 types of files and generating a pdf file, the “Submit manuscript” option will become active. Acknowledgement of receipt of the manuscript together with its reference number will be sent to the author's e-mail address, which is not tantamount to sending the manuscript to reviewers or accepting it for publishing.

12. Authors are asked to enclose a statement concerning possible sources of financing of the work, contribution to the work of individual authors and access to materials, and a statement of not submitting the manuscript for publication in other journals.

- Authors who submit a sponsored work are obliged to declare that the authors of the publication were not influenced in any way by the sponsors during the course of the research and its processing.
- In the case of empirical work requiring approval of the appropriate ethics committee, the number of the study project approval should be provided.
- The author of the manuscript is primarily responsible for the correct provision of data allowing to avoid scientific misconduct.
- Should it be found that someone has made a significant contribution to the work and his or her contribution has not been disclosed as one of the authors or in the acknowledgements (ghost-writing) – and contrary, if the participation of a given person is negligible or non-existent, and he or she is mentioned as an author/co-author of the manuscript (guest-authorship), the editorial staff is obliged to notify the relevant entities about this fact.
- In the editorial system, at the “Author’s statements” window (point 6), there is a file “template of the declaration”, to be downloaded and filled in by the person submitting the work.

13. Original, review and case studies as well as temporary reports and clinical

observations are reviewed anonymously by at least two reviewers. The review form is available at <http://www.psychoterapiaptp.pl/> in the ‘Regulamin’ tab.

- After receiving the reviews, the editorial office informs the author about the decision taken on their basis.
- If there is a need to introduce amendments, the author is asked to send the updated version of his or her manuscript considering the comments of the reviewers, marked in the basic file with the changes made (yellow background or another font color), the updated summary and a letter to the editor informing

about all introduced changes resulting from the review, through the editorial system (tab no. 10 – “Comment for reviewer” in the editorial system).

- Uploading the next version of the manuscript is similar to submitting a new article, i.e. it requires updating all article entry points (revised version), paying particular attention to name both files properly (basic and editorial) - specifying the title_type_date of the file.
- Corrected texts should be sent within the deadline indicated by the Editorial Office. Failure to meet the deadline may be considered a resignation from publication.
- Qualification of the manuscript for publication takes place after receiving the file containing changes as suggested by the reviewers, and meeting all substantive and formal requirements.

14. After the decision to accept the article for printing and subjecting it to editing, the editorial office sends the text of the paper to the author for authorization.

15. Within 30 days from the authorization of the Polish version of the text, the Author is obliged to send an English translation to the editorial office at the address

redakcjapsychoterapii@gmail.com.

- The author is responsible for the quality of the translation, both linguistic and substantive. The translation should contain terms consistent with commonly used nomenclature in the scientific literature, with particular care to ensuring the consistency of the terms used in different approaches.

16. The editorial office reserves the right to correct stylistic errors and denominations and to make necessary abbreviations without consultation with the author.

17. Everyone participating in the publishing process in KRW PTP journals is obliged to submit a statement on granting consent to the processing of personal data necessary to

carry out the publishing process and disseminate the publication by the Publisher (KRW PTP) and entities cooperating for these purposes: Technet printing house, Poczta Polska S.A. The author submitting the work on behalf of himself and co-authors is obliged to obtain their prior written consent to the processing of personal data and provide it to the Publisher.

18. The author submitting the work (and co-authors, if any) are obliged to conclude an agreement on the transfer of financial copyrights to the work to the Publisher. The contract form should be downloaded from the editorial system, printed, signed by the author (all co-authors), scanned, and uploaded in the system during manuscript submission. After accepting the manuscript for publication, the author may receive a copy of the agreement signed by a representative of the Publisher.