

REQUIREMENTS FOR MANUSCRIPTS SUBMITTED TO *ACTA HAEMATOLOGICA POLONICA*

1. The quarterly *Acta Haematologica Polonica* publishes original works in the field of clinical and research haematology, case reports, valid standards of therapeutic treatment, review papers and articles, commissioned and concerning all aspects of haematology and transfusiology.
2. Papers may be written both in Polish and in English, and should be stylistically and grammatically faultless.
3. The manuscript must be typed with the left margin of 4 cm and right of about 1 cm, and double-spacing throughout. No particular words or sentences are to be marked in any way. The words or sentences which the author wishes to emphasize should be underlined with a continuous line (to appear in print in bold – heavy-faced).
4. **Works must be submitted by e-mail to the Editor's address: acta.haematologica@gmail.com**
Additional file should include supplementary material such as tables, figures, illustrations, etc.
5. The paper must be accompanied by a statement to the editor that the author has not submitted it to any other journal, by permission for publication of the head of the department, and detailed address of the first author (work and home) and telephone number.
6. The length of an original paper must not exceed 10 pages, that of a review article 12 pages, and of case reports 5 pages (including summaries, references and figures).
7. The title page should carry:
 - a) first name and last name of the author,
 - b) title of the paper in Polish and in English,
 - c) name of the institution the paper originates from and name of its head,
 - d) key words in Polish and in English,
 - e) short abstracts (not exceeding 20 lines of the manuscript) in Polish and in English.
8. Original works should also contain:
 - a) introduction, b) material and methods, c) results, d) discussion, e) references, f) footnotes and legends in Polish and in English, g) tables numbered by Arabic numerals (table titles in Polish and in English).
9. Tables and figures must be enclosed to the work in separate files, and the location for each must be clearly marked in the text for insertion. Additional material may be in the form of illustrations which must be **black-and-white photographic prints** or **drawings made on the computer in the Word programme to the width of 160 mm** (do not submit drawings made in the Power Point programme or in any other graphic programme). **Colour photographs will be printed on receipt of additional payment from the author.**
10. References (on a separate sheet) should be **numbered consecutively** in the order in which they are first cited in the text, every item below one another. The information must include:
 - for journals:
 - a. authors' last names and first three authors' first letters of first names if the number of authors exceeds 6, and last names and initials of first names of all authors if their number does not exceed 6,
 - b. title of work, abbreviation of journal title, year, volume, initial page and last page,
 - for books and corporate works:
 - a. last names and first names' initials of authors of a chapter,
 - b. title of the chapter,
 - c. title of the book,
 - d. last name and first name initial of the editor preceded by the abbreviation Ed.,
 - e. name of the publisher,
 - f. place and year of edition,
 - g. first and last page of the cited chapter.References in the text must be identified by numerals in square parentheses according to the sequence established by the first identification in this text. The number of references in original works and case reports should not exceed 15, and in review publications that of 30.
11. Before the references information about potential conflict of interests should be put pertaining to respective works.
12. Works must contain information about the agreement of the relevant Ethical Committee for conducting research.
13. Units of measurement should be reported in the metric system in terms of the International System of Units (SI), with previous non-SI equivalents added in parentheses. In tables only SI units may be used.
14. Below the references section the author's postal and e-mail address must be given to which the work may be referred to for revision and corrections.
15. The Editor is entitled to make stylistic amendments and introduce abbreviations in the text.
16. Corrections of works in PDF will be referred to the author's e-mail address. In the revised version referred to the author for final proof only obvious print errors may be corrected. Any corrections must be made on the errata form enclosed to the corrections file. The revised version should be sent back to the address: acta.haematologica@gmail.com within no longer than 3 days of its receipt.
17. Depending on the length of the text and space, the journal *Acta Haematologica Polonica* may publish **paid advertisements and commercials**.