

**INSTRUCTIONS TO AUTHORS OF RESEARCH PAPERS
PUBLISHED IN THE “ROCZNIKI NAUKOWE ZOOTECHNIKI”**

I. General Rules

1. The journal “Roczniki Naukowe Zootechniki” includes original research papers which have not been published either in part or as a whole in any other scientific journal, except for proceedings of symposia and scientific conferences. The submitted papers should be written and documented so as to form an integrated whole.
2. The “Roczniki Naukowe Zootechniki” also publishes review articles. The article should not exceed 20 manuscript pages, including up to 30 references. A summary in Polish and key words should be listed at the end of the paper. Papers should present the latest knowledge in a given field of science and current literature.
3. The “Roczniki Naukowe Zootechniki” covers the following range of topics: genetics and farm animal breeding; biology, physiology and reproduction of animals; animal nutrition and feedstuffs; environment, hygiene and animal production technology; economics and organization of animal production; quality and safety of animal origin products. The assignment of a paper to a given section should be proposed by the author(s), but the final decision rests with the Editors.
4. Papers are accepted in Polish with an English summary and in conference languages with an English summary.
5. Papers to be published should not exceed 16 manuscript pages (size A4) including tables, figures, photographs, etc., and a summary.
6. Papers are reviewed by two independent reviewers who are research workers specializing in the relevant field. Reviewers’ identities are not disclosed to authors. One unfavourable review means that the paper will not be published.
7. After receiving reviews of the paper the authors should address them by following the reviewers’ guidelines for changes and corrections, and return all the materials received together with a corrected version of the manuscript within 3 weeks at the most. If the authors fail to return the paper in due time, it may be held over to the next issue.
8. The author’s proof (after editing and formatting) should be returned within 5 days of it being sent to the author(s). The corrections made to the manuscript must not exceed 1% of the paper.
9. The costs of printing are covered by the authors or by the institutions from which the papers were sent, according to current rates of paper preparation and printing. The authors should provide details of all funding sources for the study.
10. The submitted papers should follow the principles of scientific integrity and research ethics.
11. To prevent ghostwriting and guest authorship, the Editors require authors to disclose all the authors, their affiliations and information about their significant contribution to the content of the work. Persons who have made a significant contribution to the writing of the work but are not included as one of the authors, should be recognized in the acknowledgments section, which should appear after Discussion and before References. Ghostwriting and guest authorship are manifestations of scientific misconduct, and any cases identified by the Editors will be exposed, including notification of appropriate bodies (the authors’ home institutions, learned societies, associations of scientific editors).

II. Submission of Manuscripts

1. Manuscripts for publication are submitted to the Editor-in-Chief by research workers or the heads of research institutions where the studies were carried out, who take responsibility for their content, scientific value and the preparation of the text.
2. Manuscripts should be submitted electronically (e-mail: roczniki@izoo.krakow.pl; magdalena.bielska@izoo.krakow.pl) and meet the following requirements:
 Word processor: Microsoft Word for Windows
 Paper size: A4 (210 x 297 mm)
 Font: CG Times 11 pt or Times New Roman 12 pt
 Margins: 25 mm (left, right, top, bottom)
 Line spacing: double
 Justification: full
 Formulae: equation editor
 Tables: table function
3. A graphic representation of the results in the form of drawings, graphs and diagrams should be submitted electronically or in another form ready for reproduction.
4. Photographs of good contrast should be sent electronically in JPG or TIF format, in high resolution. Scanned photographs are acceptable only in exceptional cases.
5. Attached to the manuscript should be the Manuscript Submission Form as appended at the end of this Instruction.

III. Layout of the Text

1. Title page (unnumbered), not included in the paper volume, should contain:
 - the title of the paper
 - the full name(s) of author(s) with superscript numbers indicating the full postal address (postcode, street, no.) of the department and affiliated institution where the study was carried out, e.g.:
 Jan Kowalski¹, Maria Anna Rokicka², Adam Nowacki³
¹Department of Zoology, Jagiellonian University, św. Anny 12, 30-017 Kraków, Poland
²Department of Cytogenetics and Molecular Genetics, National Research Institute of Animal Production, 32-083 Balice n. Kraków, Poland
³Experimental Station of the National Research Institute of Animal Production, 39-331 Chorzewów, Poland
 - abbreviated title (5-6 words as in the paper title or synonyms)
 - source of research funding, e.g. work financed from: statutory activity, project no. ..., author's project no. ..., funds of the Ministry of Agriculture and Rural Development, European Union, etc., project no. ...
2. Manuscripts should contain:
 - a) **Summary.** Not more than 15–20 lines in length, containing the aim, principal methods and most important results of the experiment. Identical summaries in Polish and English (the Polish summary is not included in the paper's volume) with name of the author(s) and title of the paper should be provided at the end of the paper on a separate sheet.
 - b) **Key words.** Maximum five items that best describe the paper's content, beginning with words of wider meaning, e.g. ruminants, dairy cows, somatotropin, prolactin, milk.
 - c) **Introduction.** This should justify the research based on references and conclude with a clearly formulated aim of the study or research hypothesis.
 - d) **Material and methods.** This section should contain all information needed to replicate the experiment, e.g. experimental factors, experimental design, species, breed, sex and number of animals, duration of experiment, feed rations and their composition, laboratory techniques and statistical methods used. In the descriptions of methods (biological, chemical, statistical) it is enough to refer to source material if applied accordingly. Modifications made to the methods should be described in detail.
 - e) **Results** can be presented in tabular or graphic form (figures, diagrams, photographs) and given a brief description. The text of the description should not repeat tabular data.

f) **Discussion.** This should interpret the results in terms of the influence of experimental factors according to the aim of the experiment or to the hypothesis made in the Introduction. The results should be interpreted using the current state of knowledge to help the reader accept or reject the hypothesis tested. This section should conclude with a summing-up and generalization of the results obtained. The direction of further studies in the relevant field may be also hinted at here.

g) **Acknowledgements** (if any).

h) **References.** Publications cited in the text must be organized in alphabetical order according to the names of the author(s). Each citation should include the name and initials of the author(s), year of publication, full title of paper, abbreviated name of journal, number of volume and issue, and initial and final page numbers. When more than one paper published by the same author(s) in the same year is cited, the different papers should be assigned successive letters of the alphabet (e.g. 1983 a, 1983 b) and arranged chronologically. References should not include laws, school textbooks, and master's and doctoral dissertations. Below are provided examples of proper citations of references from scientific journals, congress proceedings and books (manuals).

Papers published in periodicals: Jenkins K.J., Hidiroglou M. (1991). Tolerance of the preuminant calf for excess manganese or zinc in milk replacer. *J. Dairy Sci.*, 74: 1047–1053.

Papers published in multi-author monographs, occasional publications, symposium or congress proceedings: Chełmońska-Soyta A., Nikołajczuk M. (2000). *Immunologia ciąży i okresu neonatalnego ssaków hodowlanych*. W: Noworodek a środowisko (monografia), A.B. Ślebodziński (red.), Poznań, ss. 19–37.

Szewczyk A., Hanczakowska E. (2007). Wpływ zakwaszaczy oraz średnio-łańcuchowych kwasów tłuszczowych na mikroorganizmy zasiedlające jelito cienkie prosiąt. *Mat. konf.: Wkład młodych naukowców w rozwój nauk rolniczych*. Puławy, 23-24.11.2007, ss. 225–230.

Multi-author books: Bock H.D., Eggum B.O., Low A.G., Simon O., Żebrowska T. (1989). *Editors. Protein metabolism in farm animals: evaluation, digestion, absorption and metabolism*. Oxford, UK, Oxford University Press, 452 pp.

Textbooks and books: Cuhna T.J. (1991). *Horse feeding and nutrition*. San Diego, USA, Academic Press, 2nd ed., 445 pp.

i) **Summary** in Polish – the same as the Abstract (Polish summary is not included in the text volume) with full names of the author(s) and title of the paper.

3. Literature citations in the text. Research findings (or their authors) should be cited if strictly connected with the study topic or research methods used. The number of citations should not exceed the 20 most important items quoted in the text. When a citation has more than two authors, the name of the first author should be followed by “et al.”, e.g. Nowacki et al. (1992). Unpublished papers should be listed in the text, e.g. Błoński (personal communication) or (Błoński, unpublished data).

4. **Tables** should present the most important data. The column on the left should list the parameters studied, while the columns in the middle and on the right should contain the results for individual experimental factors. Tables should contain numerical data, which are the mean values for a set of observations or measurements, replications and their statistical interpretation (e.g. standard error, coefficient of variation). Tables numbered consecutively with Arabic numerals should be submitted on separate sheets. The titles of the tables should be brief. Table description should contain a translation into English below the Polish text. Each column should have a heading. Columns and lines should be spaced. No vertical lines are allowed. Horizontal lines can only be used for strictly justified purposes. Tabular data should not be repeated in graphic form (figures, diagrams, etc.). If there are no data for a given parameter, leave a blank. If an explanation is necessary, use an abbreviation (e.g. ND) and explain it below the bottom line of the table (e.g. ND – not determined or not detected). To determine the significance of differences between two means or interaction between factors, an additional column is recommended with the heading “significance level”, using the signs x, xx, xxx for $P \leq 0.05$, 0.01 and 0.001, respectively. When the number of means is greater than two, the significance of differences should be designated with letters which follow tabular data. Their meaning should be explained below the bottom line of the table, e.g.:

a, b, c, d – values in rows (or columns) with different letters differ significantly ($P \leq 0.05$).

A, B, C, D – as above for $P \leq 0.01$.

Statistical interpretation of the results should fit the design of the experiment and the hypotheses tested.

5. **Figures and photographs.** A graphic representation of the results in the form of drawings, graphs and diagrams should be submitted electronically. A single figure or diagram must fit half of the text page. Black-and-white or colour photographs should be submitted electronically in good resolution. Each figure or photograph should be provided with a brief description of its content and, if necessary, a legend in Polish. References to figures or photographs in the text of the paper should be provided with a reference mark or information
6. **Abbreviations** should be explained on their first appearance. SI units of measure should be used. This also concerns the energy value of feeds, which should be given in Joules.

Place date

“Roczniki Naukowe Zootechniki”
Manuscript Submission Form

RNZ issue no.
 (to be filled in by Editors)

I am asking you to review and print the enclosed paper in “Roczniki Naukowe Zootechniki”:

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Work address (institution, department, postcode, town, street, no.)

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3. Suggested section in “Roczniki Naukowe Zootechniki”

Genetics and farm animal breeding

Biology, physiology and reproduction of animals

Animal nutrition and feedstuffs

Environment, hygiene and animal production technology

Economics and organization of animal production

Quality and safety of animal origin products

4. I hereby warrant that the manuscript submitted for publication has neither in part nor as a whole been published or submitted for publication in any other scientific journal.
5. I warrant that the co-authors of this manuscript are familiar with its content and have given consent to its publication in the presented form.
6. I commit myself to covering the costs of the paper’s publication after it is published, in accordance with the prices valid at the moment of printing (payer’s NIP number, source of funding).

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