

START PUBLISHING WITH CONFIDENCE

Your first publication

Choosing a journal. Building your publication record.
Practical advice from the SUM Library.

Any questions?

Ask us about journals,
publication metrics and
adding your work to
the SUM database.

We are here to help.



THIS GUIDE WILL HELP YOU

1



2



3

**Make an
informed choice**

**Add your work
to the database**

**Find answers
to your questions**

When should you contact us?

The Bibliography and Bibliometrics Department can help you verify journals, understand publication metrics and keep your publication record up to date.

1.

Before you submit an article

We can help you check whether a journal is trustworthy, where it is indexed, as well as its Impact Factor and the points assigned to it under Polish evaluation rules. Include the journal title, ISSN and website link in your email.

2.

After your work is published

Send us your published work so we can add it to the **SUM Publications Database**.

3.

When you need to document your work

Need a publication list or a document confirming your publications? Tell us what it is for so we can use the right form.

Choose the right journal for your work

☐ Does the journal fit your work?

Read the aims and scope and the instructions for authors. Does the journal cover your topic and accept the type of article you have written?

☐ Check the publisher and website

Check the publisher, contact details, journal title and ISSN. Compare these details, including the website address, with the journal records in Web of Science or Scopus.

☐ Check indexing and metrics

The only reliable source for a journal Impact Factor is **Journal Citation Reports (JCR)**, available through the University network.

☐ Peer review, fees and licenses

Does the journal explain its peer review process? Does it clearly state any fees, the currency, when payment is due and the terms of the publication license?

Watch out for these warning signs

Promises of guaranteed acceptance or unusually fast peer review, as well as unclear fees, are potential red flags. Send us the journal link or the invitation you received.

An ISSN, a DOI or inclusion on the Polish ministerial list of academic journals does not guarantee journal quality. A journal is not necessarily untrustworthy simply because it is missing from a particular database.

Not sure? Get in touch.

More help with choosing a journal →

Check the details before you publish

1.

Authors and affiliations

Agree on the author list and the order of names. Check each author affiliation and use the official names of University units and faculties.

UNIVERSITY NAME

Medical University of Silesia, Katowice, Poland

Śląski Uniwersytet Medyczny w Katowicach

[Affiliation guidelines →](#)

2.

Use ORCID and check your details

ORCID helps distinguish you from other researchers with the same name. Check your name and ORCID iD in the submission system and when reviewing the article proofs.

3.

References you can trust

A reference manager helps you organize sources and format citations. Always check imported references for errors and make sure the sources you cite support what you write.

Using AI?

Check that every cited publication exists and supports the claims in your text. Read the journal rules on AI use and how to disclose it.

Already published?

Let the Library know

Check your publications in the **SUM Publications Database**.

To add your work to the database, email bibinfo@sum.edu.pl. Attach a PDF or send a link if the publication is available online.

Send us each new publication as soon as it is published.

If your publication is not available online, include copies of the relevant pages showing the details below:

A Journal article

- journal title, year, volume and issue;
- the first and last pages of the article;
- the open access license and research agreement number, if applicable.

B Book or book chapter

- the title page and the page with the author/editor, publisher, year, place of publication and ISBN;
- the table of contents and a separate list of authors, if there is one;
- the first and last pages of the chapter; for a whole book, the last page of the main text;
- the research agreement number, if applicable.

C Conference publications

- the title page of the journal or conference proceedings; the conference name, location and dates;
- the first and last pages of the paper or abstract; a link, if available online;
- the research agreement number, if applicable.

Please note: a certificate or conference program is not enough to add an abstract to the database. The full text of the abstract must be published online or in conference proceedings.

Full instructions for adding your publications →

Our team checks and adds each record. Your email does not automatically create a database entry. If we need more information, we will contact you by email.

Get in touch.

We are here to help.

Bibliography and Bibliometrics Department

bibinfo@sum.edu.pl

+48 32 208 35 66

+48 32 208 36 17

ul. Warszawska 14, 40-006 Katowice

2nd floor

Rooms 3.1 and 3.2

Monday-Friday: 7:30 a.m.-5:00 p.m.

Email templates you can use

ADD A PUBLICATION TO THE DATABASE

Subject: Add my publication to the SUM database

Hello,

I am a [degree program] student at [faculty]. Could you please add the attached publication to the SUM publications database?

REQUEST CONFIRMATION OF YOUR PUBLICATIONS

Subject: Request for confirmation of my publications

Hello,

I am a [degree program] student at [faculty]. Could you please provide a document confirming my publications for [purpose]?

Have a question about a journal? Send us its title, ISSN and website link, and tell us what you need to know.

Useful Library links

Contact us →

Our address, phone numbers and opening hours.

Information for authors →

How to list your affiliation and choose a trustworthy journal.

Add your publications →

What to send and which documents to include.

Impact Factor and quartiles →

Learn about journal metrics and how to verify them.

ORCID →

Set up your researcher ID and add your publications.

Reference managers →

Tools to organize references and create citations.

Polish publication scoring system →

How points are assigned to publications under Polish evaluation rules.