

Instructions to the Authors

Thank you for considering *Indian Journal of Cancer* (IJC) for publishing your work. IJC is the first cancer journal in India and has been continuously published since 1963. It is the official journal of the Indian Cancer Society. It serves the need of all the specialties in oncology in India. It contains original research articles as well as lively editorials and articles on unusual and interesting topics.

For a publication with Indian J Cancer, the manuscripts must be prepared in accordance with **Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals** (ICMJE Recommendations). We suggest that all potential authors study the relevant documents on manuscript submission at <http://www.icmje.org> to understand the process of publication better. The uniform requirements and specific requirement of the *Indian Journal of Cancer* are summarised below.

Articles must be submitted online from <http://www.journalonweb.com/ijc>.

» Editorial Process

- 1) These instructions make the tasks of the author, editor, and reviewer easier and help in speeding the review process.
- 2) The manuscripts will be reviewed for possible publication with the understanding that they are being submitted to one journal at a time and have not been published, simultaneously submitted, or already accepted for publication elsewhere.
- 3) The Editor(s) review all submitted manuscripts initially.
- 4) Manuscripts with insufficient originality, serious scientific flaws, or absence of importance of message or which are outside the scope of the journal are rejected without sending out for peer review.
- 5) The manuscripts are initially screened for compliance with the "Instructions to Authors". eg we check for plagiarism, the word count of abstract and of the manuscript and continuous line numbers. Please also read the section on pre-requisite to manuscript preparation.
- 6) If the manuscript does not meet the stated criteria (instructions), it may be sent back to the author for modification or might be rejected outright.
- 7) Other manuscripts are sent to one or more expert reviewers without revealing the identity of the contributors to the reviewers. The contributors will be informed about the reviewers' comments and acceptance/rejection of the manuscript. Articles accepted may be copy edited for grammar, punctuation, print style, and format.

» Authorship Criteria

- 1) Authorship credit should be based only on substantial contributions:
 - a. From conception and design or acquisition of data or analysis and interpretation of data;
 - b. drafting the article or revising it critically for important intellectual content; and
 - c. final approval of the version to be published.
- 2) We recommend that a permanent staff member be the corresponding author. If you wish us to make an exception, you would need to explain the reasons in your covering email to the editor.
- 3) Once submitted, the order cannot be changed without the written consent of all the contributors. Requests to add or delete an author, or to change the order the author names or sequence, must be sent to the Editor by the corresponding author of the manuscript and must include:
 - a. the reason for the change
 - b. confirmation, on email, from ALL authors that they agree with the change.
 - c. We recommend that this email be sent from the institutional e-mail and not from the personal email.
 - d. The editor may choose not to accept the reasoning of the authors. The editor's decision is final.

Such changes will not be considered after acceptance of the manuscript.

- 4) The institutional affiliations should reflect the name of the centre where the study was performed and not the current institution of the authors, if they have had change in their institutions.
- 5) For a case report and for a review article the number of contributors should IDEALLY not exceed four. If you wish us to make an exception, you would need to explain the reasons in your covering email to the editor.
- 6) For images and 'Letter to the Editor', the number of contributors should not be more than three. If you wish us to make an exception, you would need to explain the reasons in your covering email to the editor.
- 7) We recommend that authors create and use an Orcid number.

Please note:

Participation solely in the acquisition of funding or the collection of data or general supervision of the research group does not justify authorship. Each contributor should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

» Types of manuscripts and word limits

1) Original articles: Randomised controlled trials, intervention studies, studies of screening and diagnostic tests, outcome studies, cost-effectiveness analyses, case-control series, surveys with high response rate, case series, etc.

- a) Usually up to 2500 words excluding references and abstract.
- b) A structured abstract
- c) Follow the IMRAD (Introduction, Methods, Results, and Discussion) format.

Please do not submit papers on basic science/animal research. We are also unlikely to consider papers on meta-analysis.

2) Review articles: A review article must present the subject in considerable detail and include the current concepts. We expect authors to have the first-hand experience in the field as evidenced by published papers in the area being reviewed and to have sufficient expertise to critically evaluate the relevant literature.

- a) Tables and figures can be used in the article.
- b) About 3000-4000 words.
- c) Usually upto 50 references.

Review articles are usually by invitation, but unsolicited articles will also be considered. Please discuss this with the editor at editor@indianjcancer.com before embarking on it. Be specific about your topic and tell us why you think you are suited to write it or co-author it.

3) Editorials: are usually by invitation. However, unsolicited editorials will also be considered. Please discuss this with the editor at editor@indianjcancer.com before embarking on it. Be specific about your topic and tell us why you think you are suited to write it or co-author it.

- a) The editorial should be about 1000-1200 words.
- b) About 10 references, but no illustrations.

4) Case reports: We see case reports as being of tremendous educational value; thus, they need not consist only of the unusual or rare conditions. A medical event that has a message and that could help others understand a pathophysiologic process better or help manage their patients better would be a

good reason to publish a case report. Look up <http://www.care-statement.org/> before writing a case report.

- a) Up to about 1000 words. Word count may be relaxed if need be.
- b) Usually upto 8 references.
- c) Up to 2 photographs can accompany the report.
- d) For most case reports, we'd expect a maximum of four authors.

5) Off the beaten track/In my opinion/Perspective: which is exactly what it says. A personal viewpoint on any aspect of cancer care in India or the rest of the world. Though references may be provided where appropriate, the focus is on personal views and interpretation. This is also the column for freewheeling, creative essays, which, however, must be related to the broad speciality of oncology.

- a) Approximately 1500 words. Word count may be relaxed if need be.
- b) References can be provided where appropriate.

6) Correspondence: This includes readers' comments on articles published in the Journal during the previous 6 months. Short studies or opinions could also be submitted.

- a) Usually up to about 400 words. Word count may be relaxed if need be.
- b) Maximum of 1 table or figure.
- c) Upto 6 references.

7) Narratives: stories of patients and of doctors which will remind us about the purpose of Medicine.

8) Images in oncology: Much of medicine consists of pattern recognition. The images section is meant for images that are instructive - to both the neophyte as well as the experienced oncologist. Images may be from clinical medicine or imaging or pathology (In the broadest sense).

- a) A text of about 400 words should accompany the image.
- b) Images should be in JPEG or Tiff.
- c) Patient consent or IRB consent is necessary if the patient can be identified from the image or history.
- d) Upto 3 references.
- e) Upto 3 authors.

9) History of oncology: We are interested in articles - either brief or in-depth - pertaining to the History of cancer. Illustrations are welcome.

10) Conference reports: A report on a recent conference related to cancer and which would be of interest to readers in all specialities.

Apart from the above sections, the journal welcomes ideas and suggestions from readers for other sections so that it remains the foremost journal in oncology in the Indian subcontinent. We welcome information on conferences and CME programmes related to oncology.

Plagiarism is not acceptable. Also, do take note that pseudo journals (predatory journals) should not be quoted in the references. As a rule of thumb, choose journals on MEDLINE/ Scopus/Web of Science only.

»Manuscript submission, processing and publication charges

Indian Journal of Cancer does not have article processing charges.

» Prerequisite to Manuscript Preparation

Because most journals follow different styles, we realise that authors often spend their time reformatting the paper for a specific journal. (Please see, Pai SA, Pai M. **A universal manuscript for all medical journals. Natl Med J India DOI:10.4103/0970-258X.274734**)

Thus, to aid authors, IJC is willing to consider for review, papers submitted in the format for other journals. However, certain features are essential even in the first draft that is submitted. If these points are not followed, the manuscript will be returned to the authors immediately.

These features must include:

- 1) Double spacing throughout the document.
- 2) Number pages consecutively. Add line numbers to the entire document. Do not restart the line numbering on each page. Please number all pages continuously. Steps to add line numbers to the entire document:
 - a) On the **Page Layout** tab, in the **Page Setup** group, click **Line Numbers**
 - b) Select the option **Continuous**.
 - c) You will notice that the line numbers have been added.
- 3) Do not include the names of the authors, institutions or any other such information in the article (including in acknowledgements) file which might reveal the identity of the contributors. We follow a blinded review process.
- 4) The manuscript should fit the '**Authorship criteria**' and the scope of the journal. (See 'Authorship criteria' mentioned at the beginning of the Instructions to the contributors)
- 5) Though the reference style is immaterial at the time of the first submission, make sure to not quote predatory journals in the references. As a rule of thumb, choose journals on MEDLINE/Scopus/Web of Science only.
- 6) Even at first submission, the first page must be submitted in the manner required. The first page must follow the below mentioned instructions:
 - a) All information that can reveal your identity should be present only on this page.
 - b) Maximum file size allowed 4 MB.
 - c) Include covering letter in the First Page file.
 - d) The first page should carry:
 - i) Type of manuscript (Original/Review/Case/etc.)
 - ii) The title of the article, which should be concise, but informative;
 - iii) Running title or short title, not more than 50 characters;
 - iv) The name by which each contributor is known (First name, initials of middle name, surname), with his or her highest academic degree(s), institutional affiliation, and Orcid number;
 - v) The name of the department(s) and institution(s) to which the work should be attributed;
 - vi) The name, address, phone numbers, facsimile numbers and an active e-mail address of the contributor responsible for correspondence about the manuscript;
 - vii) The total number of pages, total number of photographs and word counts separately for abstract and for the text (excluding the references and abstract).
 - viii) Source(s) of support in the form of grants, equipment, etc.;
 - ix) Acknowledgements should be stated on this page. It should contain:
 - a) contributions that need acknowledging but do not justify authorship, such as general support by a departmental chair;
 - b) acknowledgements of technical help;
 - c) acknowledgements of financial and material support, which should specify the nature of the support.
 - x) If the manuscript was presented as part at a meeting, the organisation, place, and exact date on which it was read.

Note that once the manuscript has been peer reviewed and considered acceptable for publication, it must be resubmitted in the style required by the *Indian Journal of Cancer*. You may, of course, submit it in this manner at the very first.

» Preparation of the Manuscript

- 1) The manuscript should be prepared in the Word document (Microsoft Word). Our manuscript handling system will rename your .docx file once it is uploaded, so there are no file naming requirements.
- 2) Do not submit as a PDF file.
- 3) Do not zip the files.
- 4) Use double spacing throughout.
- 5) Number pages consecutively.
- 6) Add line numbers to the entire document. Do not restart the line numbering on each page. Please number all pages continuously. Steps to add line numbers to the entire document:
 - a) On the **Page Layout** tab, in the **Page Setup** group, click **Line Numbers**
 - b) Select the option **Continuous**.
 - c) You will notice that the line numbers have been added.
- 7) The language should be American English.
- 8) Use font Times New Roman size 12.
- 9) In general, use men instead of males and women instead of females.

» Online submission

Articles must be submitted online from <https://journalonweb.com/ijc>. New authors will have to register as author, which is a simple two-step procedure. For online submission, articles should be prepared in two files (**first page file and article file**). Images should be submitted separately.

First Page File (including cover letter): As mentioned in the prerequisite.

Article file

- The main text of the article, beginning from Abstract to References (including tables) should be in this file.
- Do not include the names of the authors, institutions or any other such information in the article (including in acknowledgements) file which might reveal the identity of the contributors. We follow a blinded review process.
- Tables should be included in this file after the references.
- The maximum file size allowed 4 MB.
- Do not incorporate images in the file.

Images, graphs and tables

- Submit good quality colour images.
- Each image should be less than 10 MB in size.
- Images should be optimized for print production. (About 1800 x 1600 pixels or 8 x 6 inches with 300 dpi)
- All image formats (jpeg, tiff, gif, bmp, png, eps, etc.) are acceptable; jpeg is most suitable.
- Do not submit as a PDF file.
- Submit graphs as separate .xls/.ods files.

Legends

- Legends for the figures/images should be kept ready for copy-paste during the submission process.

» **Sending the Manuscript to the Journal**

The covering letter must include information on the prior or duplicate publication or submission elsewhere of any part of the work/study; and a statement of financial or other relationships that might lead to a conflict of interest.

Copies of any permission(s) to reproduce published material, and to use illustrations or report information about identifiable people must accompany the manuscript.

» **Preparation of the article file**

The article file should carry the full title of the manuscript, an abstract and the main article

Abstract

- 1) The abstract should state the Background, Methods, Results, and Conclusions.
- 2) The abstract should be of no more than:
 - 150 words for case report, brief reports. These abstracts are non-structured.
 - 250 words for the original articles. These require structured abstracts.
- 3) Below the abstract, provide 3 to 5 keywords (MESH keywords only, available at <http://www.nlm.nih.gov/mesh/meshhome.html>) and a key message.

Introduction

State the purpose of the article and summarize the rationale for the study or observation.

Methods

- 1) Describe the selection of the observational or experimental subjects (including controls) clearly.
- 2) State the methods, apparatus (give the manufacturer's name and address in parentheses), and procedures in sufficient detail.
- 3) Give references to established methods, including statistical methods; provide references and brief descriptions for methods that have been published but are not well known; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations.
- 4) Identify precisely all drugs and chemicals used, including generic name(s), dose(s), and route(s) of administration.
- 5) Reports of randomised clinical trials should present information on all major study elements, including the protocol, assignment of interventions (methods of randomisation, concealment of allocation to treatment groups), and the method of masking (blinding), based on the CONSORT statement (<http://www.consort-statement.org>).

Ethics

- 1) When reporting experiments on human subjects, indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) and with the Helsinki Declaration of 1975, as revised in 2000 (http://www.wma.net/e/policy/17-c_e.html).
- 2) Do not use patients' names, initials, or hospital numbers, especially in illustrative material.

- 3) We suggest that you look up the ICMR guidelines (2017) before you venture on any research project. Most studies, prospective as well as retrospective, now need ethics committee clearance before the study is performed.

Statistics

- 1) When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Report losses to observation (such as dropouts from a clinical trial). Put a general description of methods in the Methods section.
- 2) When data are summarized in the Results section, specify the statistical methods used to analyse them.
- 3) Avoid non-technical uses of technical terms in statistics, such as 'random' (which implies a randomising device), 'normal', 'significant', 'correlations', and 'sample'.
- 4) Define statistical terms, abbreviations, and most symbols. Use upper italics ($P = 0.046$).

Results

- 1) Present the results in logical sequence in the text, tables, and illustrations.
- 2) Do not repeat in the text all the data in the tables or illustrations; emphasise or summarise only important observations.

Discussion

- 1) Emphasize the new and important aspects of the study and the conclusions that follow from them.
- 2) Do not repeat in detail data or other material given in the Introduction or the Results section.
- 3) Include in the Discussion section the implications of the findings and their limitations, including implications for future research.
- 4) Relate the observations to other relevant studies.
- 5) In particular, contributors should avoid making statements on economic benefits and costs unless their manuscript includes economic data and analyses.
- 6) Avoid claiming priority and alluding to work that has not been completed.
- 7) State new hypotheses when warranted, but clearly label them as such.
- 8) Recommendations, when appropriate, may be included.

References

- 1) Pseudo journals (predatory journals) should not be quoted in the references. As a rule of thumb, choose journals on MEDLINE/ Scopus/Web of Science only.
- 2) References should be numbered consecutively in the order in which they are first mentioned in the text (not in alphabetic order). i.e. Vancouver style.
- 3) Identify references in text, tables, and legends by Arabic numerals in superscript.
- 4) References cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure.
- 5) Use the style of the examples below, which are based on the formats used by the NLM in MEDLINE.
- 6) The titles of journals should be abbreviated according to the style used in MEDLINE/Pubmed. We may accept certain non-indexed journals particularly if they are essential to the central argument of the paper and contain data that is not available in an indexed journal. Eg: Some non-English language journals may fit these criteria. Use complete name of the journal for non-indexed journals.
- 7) Avoid using abstracts as references.
- 8) Information from manuscripts submitted but not accepted should be cited in the text as "unpublished observations" with written permission from the source. Contributors should obtain written permission and confirmation of accuracy from the source of personal communication.

- 9) Provide English translation of reference in addition to the original title, if the reference is in Non-English journal.
- 10) The commonly cited types of references are shown here, for other types of references such as electronic media, newspaper items, etc. please refer <http://www.icmje.org>.

- **Standard journal article:** Seshadri L, George SS, Vasudevan B, Krishna S. Cervical intraepithelial neoplasia and human papillomavirus infection in renal transplant recipients. *Indian J Cancer* 2001;38:92-5.

List the first six contributors followed by *et al.* DOI is not required.

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

- **Chapter in a book:** Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis, and management. 2nd ed. New York: Raven Press; 1995. pp 465-78.

- 11) State the last date accessed and the URL for a web-based reference.

Download a [PowerPoint presentation](#) on common reference styles and using the reference checking facility on the manuscript submission site.

Tables

- 1) Tables should be self-explanatory and should not duplicate textual material.
- 2) Tables should ideally have up to 10 columns and 25 rows.
- 3) Number tables in Arabic numerals, consecutively in the order of their first citation in the text and supply a brief title for each.
- 4) Place explanatory matter in footnotes, not in the heading.
- 5) Explain in footnotes all abbreviations that are used in each table.
- 6) Obtain permission for all fully borrowed, adapted, and modified tables and provide a credit line in the footnote.
- 7) For footnotes use the following symbols, in this sequence: *, †, ‡, §, ? , **, ††, ‡‡

Illustrations (Figures)

- 1) Figures should be numbered consecutively according to the order in which they have been first cited in the text.
- 2) If a figure has been published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material. A credit line should appear in the legend for figures for such figures.

Legends for Illustrations

- 1) Type legends (maximum 40 words, excluding the credit line) for illustrations using double spacing, with Arabic numerals corresponding to the illustrations.
- 2) When symbols, arrows or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend.
- 3) Explain the internal scale and identify the method of staining in photomicrographs.

Units

- 1) SI units are required
- 2) Numbers in text and tables should always be provided if % is shown
- 3) Means should be accompanied by SDs, and medians by IQR
- 4) p values should be given to two significant figures, unless $p < 0.0001$

Abbreviations and Acronyms

Abbreviations and acronym should be fully explained when first used.

Drug Names

Whenever possible, drugs should be given their approved generic name. Where a proprietary (brand) name is used, it should begin with a capital letter.

» Submission of revised manuscript

- 1) If revisions are suggested by the External reviewers or by the Editor, the same will be communicated to the Authors by email.
- 2) While performing revisions, the author should upload 2 files:
 - a. **Revised manuscript file** and
 - b. **Reply to Comments**
- 3) **Revised manuscript file:**
 - a. Cross-check if all instructions for manuscript preparation were followed.
 - b. Highlight the changes in yellow in the article file. However, if the referee sends you comments in track change mode, please reply in a similar manner.
 - c. Since your document will already be numbered, record in detail any changes made. Indicate line numbers where changes have been made.
 - d. Do not copy the 'Reply to comments' in the 'Revised manuscript' file.
- 4) **Reply to Comments:**
 - a. It must have a point-wise response to the comments raised by the reviewer/editor.
 - b. It should have a table with 3 columns. Eg:

| Reviewers comment | Author's response | Details |
|--------------------------|--------------------------|----------------|
| | | |
| | | |

- c. The first column should have the comments raised by the reviewer.
 - d. The second column should have the author's response to the comment.
 - e. The third column should have information as to where this change or modification is reflected in the manuscript e.g. page 2, line 40 etc.
- 5) Any change beyond the reviewers' and editor's comments needs to be justified.
 - 6) If you do not agree with a reviewer's comment and thus do not make a requested change, you must provide a strong rationale for this in support of your position. This argument may be on the basis of published data or your theory.

- 7) The response file should be submitted as a comment file in Word document.
- 8) Please make sure that all identifying information is removed, i. e. in the document itself, but also the author information in the settings of the file.
- 9) We expect revised manuscripts to be submitted within **one month** (30 days) of the reviewer's response. Failing to do so may lead to rejection of the paper.
- 10) There is no need to submit the 'first page' or 'covering letter' while submitting a revised version.
- 11) Revised manuscripts are sent back to the original reviewers for reassessment. In later rounds of revision, the Editor may make the final decision without additional reviewer input.

» Online ahead of print (AHOP)

- IJC is moving towards publishing articles online ahead of print publication.
- The online article is similar to the print journal and has the same DOI assigned at the time of AHOP.

» Proofreading

- The proof is sent for the author to check for any errors in typesetting.
- The proofs must be corrected and returned to the senior production editor and editorial assistant within 48 hours. Delay to do so will result in a delay in publication, online as well as print.

» Appeals

If the *Indian J Cancer* rejects your paper and you feel strongly that the editor has missed your point or misunderstood the message of the paper, you may want to appeal to the editor at editor@indianjcancer.com. Your appeal email should state the scientific reasons why you think that the editorial decision is wrong. We cannot promise you that all such appeals will be considered, but, on the basis of our experience, can state that at least some manuscripts have been reconsidered.

» Protection of Patients' Rights to Privacy

Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives informed consent for publication. Authors should remove patients' names from figures unless they have obtained informed consent from the patients. The journal abides by ICMJE guidelines:

1. Authors, not the journals nor the publisher, need to obtain the patient consent form before the publication and have the form properly archived. The consent forms are not to be uploaded with the cover letter or sent through email to editorial or publisher offices.
2. If the manuscript contains patient images that preclude anonymity, or a description that has obvious indication to the identity of the patient, a statement about obtaining informed patient consent should be indicated in the manuscript.

When informed consent has been obtained, it should be indicated in the article.

» Reprints

Journal does not provide any free printed reprints. Reprints can be purchased at the time of submitting the proofs.

» Copyrights

The whole of the literary matter in the Indian Journal of Cancer is copyright and cannot be reproduced without the written permission of the Editorial Board.

» Contributors' form

(to be modified as applicable and one signed copy attached with the manuscript)

Manuscript number: _____

I/we certify that I/we have participated sufficiently in the intellectual content, conception and design of this work or the analysis and interpretation of the data (when applicable), as well as the writing of the manuscript, to take public responsibility for it and have agreed to have my/our name listed as a contributor. I/we believe the manuscript represents valid work. Neither this manuscript nor one with substantially similar content under my/our authorship has been published or is being considered for publication elsewhere, except as described in the covering letter. I/we certify that all the data collected during the study is presented in this manuscript and no data from the study has been or will be published separately. I/we attest that, if requested by the editors, I/we will provide the data/information or will cooperate fully in obtaining and providing the data/information on which the manuscript is based, for examination by the editors or their assignees. I/we also certify that we have taken all necessary permissions from our institution and/or department for conducting and publishing the present work. Financial interests, direct or indirect, that exist or may be perceived to exist for individual contributors in connection with the content of this paper have been disclosed in the cover letter. Sources of outside support of the project are named in the cover letter.

I/We hereby transfer(s), assign(s), or otherwise convey(s) all copyright ownership, including any and all rights incidental thereto, exclusively to the Indian Journal of Cancer, in the event that such work is published by the Indian Journal of Cancer. The Indian Journal of Cancer shall own the work, including 1) copyright; 2) the right to grant permission to republish the article in whole or in part, with or without fee; 3) the right to produce preprints or reprints and translate into languages other than English for sale or free distribution; and 4) the right to republish the work in a collection of articles in any other mechanical or electronic format.

We give the rights to the corresponding author to make necessary changes as per the request of the journal, do the rest of the correspondence on our behalf and he/she will act as the guarantor for the manuscript on our behalf.

All persons who have made substantial contributions to the work reported in the manuscript, but who are not contributors, are named in the Acknowledgment and have given me/us their written permission to be named. If I/we do not include an Acknowledgment that means I/we have not received substantial contributions from non-contributors and no contributor has been omitted.

| | Name | Signature | Date | signed |
|---|-------------|------------------|-------------|---------------|
| 1 | ----- | ----- | ----- | ----- |
| 2 | ----- | ----- | ----- | ----- |
| 3 | ----- | ----- | ----- | ----- |
| 4 | ----- | ----- | ----- | ----- |
| 5 | ----- | ----- | ----- | ----- |
| 6 | ----- | ----- | ----- | ----- |

» Checklist

(to be tick marked, as applicable and one copy attached with the manuscript)

Covering letter

- Signed by all contributors
- Previous publication / presentations mentioned
- Source of funding mentioned
- Conflicts of interest disclosed

Authors

- Middle name initials provided
- Author for correspondence, with e-mail address provided
- Number of contributors restricted as per the instructions
- Identity not revealed in paper except title page (e.g. name of the institute in material and methods, citing previous study as 'our study', names on figure labels, name of institute in photographs, etc.)

Presentation and format

- Double spacing
- Margins 2.5 cm from all four sides
- Line numbers added to the entire document.
- Title page contains all the desired information (vide supra)
- Running title provided (not more than 50 characters)
- Abstract page contains the full title of the manuscript
- Abstract provided (not more than 150 words for case reports and 250 words for original articles)
- Structured abstract provided for an original article
- Keywords provided (three or more)
- Key messages provided
- Introduction of 75-100 words
- Headings in title case (not ALL CAPITALS, not underlined)
- References cited in superscript in the text without brackets
- References according to the journal's instructions.

Language and grammar

- Uniformly American English
- Abbreviations spelt out in full for the first time
- Numerals from 1 to 10 spelt out
- Numerals at the beginning of the sentence spelt out

Tables and figures

- No repetition of data in tables/graphs and in text
- Tables provided at the end of the main manuscript file (after the references)
- Actual numbers from which graphs drawn, provided
- Figures necessary and of good quality (colour)
- Table and figure numbers in Arabic letters (not Roman)
- Figure legends provided (not more than 40 words)
- Patients' privacy maintained (if not, written permission enclosed).
- Credit note for borrowed figures/tables provided

[Click here to download copyright form](#)

