

INFORMATION FOR THE CONTRIBUTORS

The Bangladesh Journal of Medical Microbiology (BJMM) is the official journal of the Bangladesh Society of Medical Microbiologists (BSMM). The BJMM is published bi-annually in January and July each year. The authors and the contributors are requested to strictly follow the guidelines¹ below:

Contribution by ad materials

The BJMM welcomes good quality advertisement materials for contribution as an aid to the journal publication. However, all ad materials must conform to the legal requirements of Bangladesh. The BJMM authority does not hold any responsibility for any violence of legal regulations. Any personal contribution is highly appreciated.

Submission of manuscripts

Submission criteria. Manuscripts related to Medical Microbiology or allied subjects are accepted. Materials to be submitted include: (i) A covering letter from the corresponding author (a sample given at the end of this document) with signatory recommendation form all authors mentioning contribution of each author and containing a statement that the manuscript has been seen and approved by all authors and the material has not been submitted to or published elsewhere wholly or partially; (ii) Two hard copies of the manuscript together with tables and illustrations; (iii) A soft copy of the manuscript in word 97/2000/word XP format written in a CD. (Floppies are not accepted)

Check-list for submission of Manuscripts to BJMM:

- Covering letter** with signatory recommendation from all authors having full names of the authors;
- TWO hard copies of the manuscript** written in Arial with font size of 12 in a single column and left alignment with double space althrough;
- CD written for the Manuscript** in MS word (not written in PDF format);
- Copies of permission** from publisher and editor, in case of reprint publication of text or pictures;
- Copies of previous publication** in case of redundant publication.

Categories of manuscripts. The BJMM considers for publication manuscripts reporting original clinical and/or laboratory studies (original articles), reviews (review articles), case reports, brief communications and letters to the editor related to Medical Microbiology or allied subjects. Manuscripts of any category must not contain more than 5000 words excluding abstract and references. Please provide a word count along with (please visit www.bjmm.org.bd to see editorial policy for the criteria of individual manuscript category).

Preparation of the manuscript²

Language: English (British).

Typing criteria: (i) Double-spaced although with left alignment in MS Word in 'Arial' font with a size of 12 and on one side of good quality bond papers of A4 size (21x 29.7 cm) with at least 2.5 cm margins.

Each of the sections (title page, abstract, text, acknowledgments, references, individual tables, and legends for illustrations) to begin on a separate page with pages numbered consecutively, beginning with the title page.

Please keep texts (excluding the title page) unnamed for the purpose of masked (unbiased) review.

Title page: The title page should contain: (i) title of the article; (ii) name (s) of the author (s) in full (please 'do not submit' abbreviation in any part of the author's name); (iii) institutional affiliation of each author; (iv) a short running title of fewer than 40 letter spaces; (v) name, address, mobile as well as office-time telephone number of the corresponding author.

Conflict of interest: All financial and personal relationships that might bias concerned work of the manuscript must be disclosed. Authors must state explicitly whether any potential conflicts do or do not exist on a "Conflict of interest notification page" following the title page. Please mention role of study sponsor(s), if any, in study design, in collection, analysis and interpretation of data, in writing of the report, and in the decision to submit report for publication. Authors are requested to state if supporting source had no such involvement.

Abstract: The next page of an original article should carry an 'unstructured abstract' of not more than 150 words headed by title of the article and without name(s) of the authors. Please submit 3-10 key words for indexing along with the abstract.

Text: The text of observational and experimental articles (original articles) should be divided into sections with headings: Introduction, Methods, Results, and Discussion (IMRAD). Reviews, case reports and similar articles should start with an Introduction and entailed with a Discussion.

Acknowledgments: All acknowledgments including financial supports should be mentioned under the heading 'Acknowledgments' and not as a footnote on the first page or in the text.

References: The form of references used in the Index Medicus/NLM Medline,³ including style of abbreviations should be followed. References to be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals (1, 2, 3...). 'Unpublished observations'

and 'personal communication' to be avoided in the references (please insert them in the text within parenthesis along with the date and details of the person to whom the correspondence was made). Information supplied in the references section of any manuscript is not usually checked by the editorial staff, and hence, the concerned author(s) bear total responsibilities of the bibliographic accuracy.

Following are few examples of citing references:

1. **Standard Journal Article:** (List all authors when six or less; when seven or more, list only first six and add *et al*). Rahman M, Alam A, Nessa K, Hossain A, Nahar S, Datta D, *et al*. Etiology of Sexually Transmitted Infections among Street-based Female Sex Workers in Dhaka, Bangladesh. *J Clin Microbiol* 2000; 38(1): 1244-1246.
2. **Corporate Author in Journal:** Committee for Computer Application in Clinical Microbiology. Bacterial Antimicrobial Susceptibility Pattern, 1988. *J Infect Dis Antimicrob Agents* 1991; 8: 25-39.
3. **Letter to Editor:** Yagupsky P, Menegu MA. Intraluminal colonization as a source of catheter-related infection. *Antimicrob Agents Chemother* 1989; 33: 2025. (Letter)
4. **Corporate Author in Book:** World Health Organization. On being in charge: a guide to management in primary health care, 2nd ed. England: World Health Organization; 1992.
5. **Chapter in Book:** Wenzel RP. Organization for infection control. In: Mandell GL, Douglas RG, Bennett JE, eds. *Principles and Practice of Infectious Disease*, 3rd ed. USA: Churchill Livingstone Inc; 1990: pp. 2176-80.
6. **Formally published abstracts:** Roy CK, Tabassum S, Miah RA, Munshi SU, Islam N. Serological diagnosis of clinically suspected cases of Dengue infection by ELISA and HI assay. Abstract from 23rd National convention of Bangladesh Society of Pathologists; 2005: p. 39.
7. **Conference papers.** Micholvitz S. Treatment of carpal tunnel syndrome. In: *Low back injury and carpal tunnel syndrome: proceedings of Project Focus '93, conference on work related injury*. 28 August 1993; Alexandria, Virginia. Alexandria, Virginia: American Physical Therapy Association for the Foundation of Physical Therapy; 1994.
8. **Articles from symposium volumes:** Hamilton LD. Immunogenic polynucleotides. In: Beers RF Jr (ed). *Biological effects of polynucleotides: Proceedings of the symposium on molecular biology*. New York, Heidelberg, Berlin: Springer Verlag; 1971: 107-128.
9. **Thesis/ Dissertation:** Chowdhury MZ. Studies on humoral immune responses in Kala-azar infection and analysis of immuno-reactive antigens and molecular characterization of *Leishmania donovani*. [Ph.D thesis] Dhaka: The University of Dhaka; 2005: p. 252.
10. **Web only article:** Division of tuberculosis elimination. Surveillance reports: reported tuberculosis the United States, 2000. Atlanta: Centres for Disease Control and Prevention, 2001. (Web page, accessed on June 27, 2001, at <http://www.cdc.gov/hchstp/tb/surv/surv2000>.)

Anonymous. Cutaneous leishmaniasis. (Web page, accessed on 12 December, 2006 at http://en.wikipedia.org/wiki/cutaneous_leishmaniasis)

11. **Monograph in electronic format:** Farrar WE, Wood MJ, Innes JA, Tubbs H. *Infectious diseases (monograph in CD-ROM, publication no. M6791)*. England: Mosby- Times Mirror International Publisher; 2006.

Abbreviations

Avoid abbreviations except for units of measurements. Mention full meaning first time, and followed by abbreviations.

Drug name

Generic names should generally be used. When proprietary brands are used in research, include the brand name in parentheses in the methods section.

Permissions

Materials taken from other sources must be accompanied by a written statement from both author and publisher addressed towards BJMM for reproduction.

Redundant Publication

Manuscripts already published in print or electronic media abroad/ in home in other languages will be considered for publication in BJMM, providing a full statement about all submissions and previous reports or publications along with the reason for doing so to be included. Please include such material with your submissions.

Review and Action

Manuscripts are examined by editorial staff after receipt and usually sent to reviewers. Unless indicated otherwise, reviewed manuscripts are sent to the corresponding author and should be returned with appropriate responses in least possible delay. Alterations made in reviewed manuscripts, other than the reviewers responses and/or correction of printer's errors may cause unusual delay of the publication.

Rejected manuscripts will only be returned if accompanied by stamped and self-addressed envelope.

Copyright© 2009 Bangladesh Society of Medical Microbiologists

¹Guidelines have been prepared following "Uniform requirements for manuscripts submitted to biomedical journals. International Committee of Medical Journal Editors, Updated on October, 2008, retrieved from "<http://www.icmje.org/index.html>"

² Additional information regarding manuscript preparation and relevant editorial policy is available in the editorial office.

³For samples of reference citation formats, please consult http://www.nlm.nih.gov/bsd/uniform_requirements.html or <http://www.nlm.nih.gov/>

Sample of Covering letter to the Editor for submission of manuscripts

To
The Editor
The BJMM
Bangladesh Society of Medical Microbiologists
Temporary Office: Department of Microbiology and Immunology, Bangabandhu Sheikh Mujib Medical University, Shahbag, Dhaka

Subject: Submission of manuscript

Dear Sir

I/we am/ are submitting herewith a manuscript for Original Article/ Case Report/ Review Article/ Medical Progress/ Occasional Note/ Others for publication in the BJMM:

Title of the manuscript:
.....

Inclusions (if any): 1..... 2.....

I/we mention that the manuscript has been seen and approved by all authors listed below, and had not been subjected for publication to, or published in any other journal, partially or completely, in any form, printed or electronic.

I/ we also agree with the following orders of authorship to the manuscript.

Corresponding author: Signature:-----

Name in full:-----

Address:-----

Telephone/Mobile :-----E-mail :-----

Authors chronology

Contribution*

Signature

- 1.
- 2.
- 3.
- 4.
- 5.

* Mention in numbers the area (s) of contribution: (1) Conception and design; (2) Acquisition of data; (3) Analysis and interpretation of data; (4) Drafting the article; (5) Critical revision of article for important intellectual content; and (6) Final approval of the submitted version.