

## INSTRUCTIONS FOR AUTHORS

### Scope of The Journal

The Journal of Central Medical College is a peer-reviewed journal and is published twice a year. It publishes original papers, reviews concerned with recent practices, case reports of exceptional merits and images in clinical medicine. Authors are invited to submit articles in all the fields of medicine, with a wide spectrum of coverage including clinical medicine, basic sciences, epidemiology, diagnostics, therapeutics, public health and standards of health care in relation to the concerned speciality. Review articles of current interest and a high standard of scientific value are considered for publication.

### Submission of Manuscripts

Two typed copies (hard copies) of the article and one soft copy on a CD-ROM processed in MS Word (\*.doc format only) should be submitted to the Editor-in-Chief. Alternatively, manuscripts may also be submitted electronically through Email: [cemec05@yahoo.com](mailto:cemec05@yahoo.com). Manuscripts must be accompanied by a covering letter signed by all authors stating that the data have not been published elsewhere in whole or in part and all authors agree publication of their article in Journal of Central Medical College. If the work has been conducted abroad, the article must be accompanied by a certificate from the head of the institute where the work has been done. Authors need not to pay for publication.

### Editorial Process

All submitted manuscripts are primarily reviewed by the editors of the journal and then undergo through a double-blind peer review process and finally editors make their decisions about publishing papers in the journal. Manuscripts of rejected articles are not returned, but the principal author or the author for correspondence is informed of rejection of the article. Ethical aspects are considered in the assessment of the paper. The decision on the priority of publication is strictly determined by the editorial board.

The editorial board reserves the right to edit and if necessary, shorten any material accepted for publication and to crop/trim any illustration to conform to the style of the text. The editorial board does not subscribe to the views expressed in the article written by the author or authors and published in this journal.

### Ethics

Procedure of studies on humans should be in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) and with the Helsinki Declaration of 1975 (revised in 2000, available at <http://www.wma.net/e/policy/17-ce.html>). The ethical standards of experiments must be in accordance with the guidelines provided by the COMMITTEE FOR THE PURPOSE OF CONTROL AND SUPERVISION ON EXPERIMENTS ON ANIMALS (CPCSEA) for animals and ICMR for humans.

A statement on ethics committee permission and ethical practices must be included in all research articles under the 'Materials and Methods' section. Evidence for approval by a local Ethics Committee be supplied by the authors on demand.

Authors should obtain permission for all fully borrowed, adapted and modified tables, illustration or photograph and provide a credit line in the footnote.

### Manuscript Preparation

The journal considers manuscripts prepared in accordance with the guidelines laid down by the international Committee of Medical Journal Editors.

The text should be typewritten in 12-point in Times New Roman font, double spaced on one side of the paper and not larger than ISO A4 (210 x 297 mm) with a 3cm margin and pages should be numbered consecutively.

Abbreviations and symbols must be standard and SI units should be used throughout. Whenever possible, drugs should be given their approved generic names. Acronyms should be used sparingly.

The level of English should meet the journal's standard. Please check for grammatical and spelling errors, and poorly constructed sentences, and refine the language carefully. Authors not fluent in English are advised to have their manuscript checked by a colleague with a good command of the language.

### Manuscript Should Contain

- a) Title page
- b) Abstract (structured)
- c) Introduction
- d) Materials and Methods
- e) Results (with tables and figures, where required)

- f) Discussion
- g) Acknowledgement (if any)
- h) Conclusion
- i) References

### Title page

The title page should bear the names of the author(s) and the name and address of the institution or laboratory where the work has been carried out, in addition to the title of the paper. The full address of the principal author or the author to whom proofs will be sent should be given including e-mail account number. A short (running) title of not more than 45 characters should be given.

### Abstract

The abstract should not exceed 250 words and should state concisely what was done, the main findings and how the work was interpreted. The abstract should be structured having background, objectives, materials and methods, results and conclusion. Abstracts of case reports and review articles may not be structured. Below the abstract, three to five appropriate key words relevant to the article should be mentioned.

### Introduction

Introduction should contain brief review of the subject, state the purpose of the article and summarise the rationale for the study or observation and should contain strictly pertinent references.

### Materials and Methods

1. Selection criteria of the subjects (patients or laboratory animals, controls) should be described clearly, including eligibility and exclusion criteria and a brief description of the source population.
2. Regarding technical information, methods, apparatus (manufacturer's name and address in parentheses), and procedures are to be described. 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.
3. All drugs and chemicals used, including generic name(s), dose(s), and route(s) of administration are to be described.
4. 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.

5. Statistical methods to analyse and summarise data must be specified. Specify the computer software used.

### Results

Results should be presented in the text in logical sequence with tables and illustrations (where necessary) and should be described without any comment. All the data in the tables or illustrations should not be repeated in the text; only important observations should be emphasised or summarised. Do not duplicate data in tables and figures. Tables and figures should be inserted in the text where those are referred to.

Tables should be self-explanatory, as few as possible and should present only essential data. Explanatory matters should be placed in footnotes. Explain in footnotes all non-standard abbreviations used in the table. For footnotes use the following symbols, in this sequence: \*, \$, \*\*, , it, Each table should have a title or caption with Roman numbers. Do not use internal horizontal or vertical lines.

All photographs, graphs, diagrams should be referred to as figures and should be numbered consecutively in the text in Arabic numerals. All illustrations must be in JPEG format at a resolution of 300 dots/inch (DPI) or higher. Photomicrographs should have internal scale markers and should include in the legend the original magnification and the stain used. Subject/patient must not be identifiable on the photograph. If this is unavoidable, written consent from the subject or legal guardian must be obtained.

### Discussion

This section should present comprehensive analysis of the results in the light of any previous research. Emphasise the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other materials given in the Introduction or the Results section. Include the implications of the findings and their limitations, including implications for future research. Relate the observations to other relevant studies. State new hypotheses when warranted, but clearly label them as such.

### Acknowledgement

Contributions by any person or department or institution, but not justifying authorship, may be acknowledged. Nature of support, such as general support by a departmental chair, technical help, financial and material support, should be specified.

### Conclusion

The conclusion of the article in few words at the end.

## References

References should follow the Vancouver format. In the text, references should appear as numbers starting at 1. At the end of the paper these should be listed (double spaced) in numerical order according to the order of citation in the text. All authors should be quoted for papers with up to 6 only should be quoted followed by et al. Abbreviations for title of medical periodical should conform to those used in the latest edition of Index Medicus. The first and last page numbers for each reference should be provided. Abstracts and letters must be identified as such. Authors must check references against original sources for accuracy. Examples of references are given below.

### Articles in Journals

#### a. Standard Journal Article:

1. Paganini HA, Chao A, Ross RK, Henderson BE. Aspirin use & chronic disease: a cohort study of the elderly. *BMJ* 1989; 299: p 1247- 1250.
2. Parkin DM, Clayton D, Blook RJ, Massyer E, Fried HP, Iranov E et al. Childhood leukaemia in Europe after Chernobyl: 5 years follow-up. *Br J Cancer* 1996; 73: p 1006-1012.

#### b. Journal Article with Organization as Author:

Victorian hepatopancreato biliary surgery group update. *Nursing*, 2013; Suppl: p 10-12.

#### c. Journal Article with Multiple Organization:

American Dietetic association; Dietitians of Canada. Position of Dietetic association and Dietitians of Canada: nutrition and women's health. *J Am Diet Assoc* 2004; 104(6): p 984-89.

### Chapter in a Book

1. Phyllips SJ, Whisnant JP. Hypertension & stroke. In: Lurgs JH, Brennes BM (eds). *Hypertension: Pathophysiology, diagnoses & management*. 2nd edn. New York: Raven Press, 1995: p 465-478.
2. Guyton AC, Hall JE. The thyroid metabolic hormones. In: *Textbook of medical physiology*. 10th edn. New York: W B Saunders Company, 2000: p 858-868.
3. Hypertensive disorders in pregnancy. In: Arias F, Daftary SN, Bhide AG (eds). *Practical guide to high-risk pregnancy & delivery: a south Asian perspective*. 3rd edn. New Delhi: Elsevier, 2008: p 397—439.

### Internet (Website & Online)

1. Frontier Medical College Abbottabad, Pakistan. Available at: <http://www.fmc.edu.pk/aboutus.php>. Accessed on October 2011.
2. Harvard medical school. Available at: [http://en.wikipedia.org/wiki/Harvard\\_Medical\\_College](http://en.wikipedia.org/wiki/Harvard_Medical_College). Accessed on October 2011.

## Thesis/Dissertation

1. Khan MAH. Lipid profile and renal function status of hypothyroid patients [MD Thesis]. Dhaka: Bangabandhu Sheikh Mujib Medical University; 2005.
2. Ahmed S. Types of abortion and its consequences—a study of 100 cases in Mymensingh Medical College Hospital [FCPS Dissertation]. Dhaka: Bangladesh College of Physicians and Surgeons; 2003.

## Scientific or Technical Report

1. Akutsu T. Total heart replacement device. Bethesda MD: National Institutes of Health, National Heart and Lung Institute; 1974 Apr Report No: NIH-NHI-1-69- 2185-4.

## Accepted Unpublished Material

1. Parvin M, Khan MAH, Saiedullah M, Rahman MR, Islam MS, Naznin L. Comparison of CCR, Cockcroft- Gault and MDRD formula for the Subclinical hypothyroidism is associated with a estimation of glomerular filtration rate. *J Bangladesh CollPhys Surg*. In press.

## Authors

The person who mainly did the research work and wrote the paper is the first or prime author of any research paper. Other persons who made substantial contributions to the work are also listed as co-authors. It is not ethical to enlist or to be enlisted as co-authors in a research article without having substantial contribution in the research -work. Those who just helped with the experiments, commented on the protocol or manuscript or helped in collection of data etc. can be acknowledged.

## Proofs

Proofs may be sent to the principal author or author for correspondence for careful correction of errors. The corrected copy must be returned to the editor-in-chief within the next 3 days. Major alteration in the text will not be accepted.

## Copyright

Accepted papers will be the permanent property of the Journal of Central Medical College. By submitting the manuscript, the authors agree that once the article is accepted for publication, copyright of their article is automatically transferred to the Journal of Central Medical College.

## Correspondence

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