

## INSTRUCTIONS FOR AUTHORS

Dhaka Shishu (Children) Hospital Journal is the official organ of Bangladesh Shishu Hospital & Institute (BSH&I). It is a peer reviewed, open access journal published twice a year since 1984. This journal is recognized by Bangladesh Medical and Dental Council (BMDC) which is the highest body for the recognition of medical journals in Bangladesh. All parts of the journal are indexed/tracked/covered by DOI/CrossRef and BanglaJOL. The present Editorial board has decided that the cover design will be in accordance with the subjects of editorial in each issue. The editor welcomes articles to be published to the journal as leading article, original article, review article, case report, current issues of child health, short report and junior's page where trainee doctors are encouraged to publish their topic of interest.

Original papers written in English will be considered for publication provided these have not been published previously and are not under consideration for publication elsewhere.

### Conditions for manuscript submission:

- All manuscripts will be subjected to peer and editorial review.
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- The author should obtain written permission from appropriate authority if the manuscript contains any table, data or illustration from previously published in other journals. The letter of permission should be submitted with the manuscript.
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- Rejected manuscripts/electronic copies/illustrations/photographs will not be returned to the authors.
- Editors are not responsible for courier/postal failure.

### Manuscript preparation:

The format of the Dhaka Shishu Hospital Journal complies with “*Uniform requirements for Manuscripts Submitted to Biomedical Journals*” published by the International Committee of Medical Journal Editors in Vancouver.

Manuscripts should be submitted in the following order.

- All scientific units should be expressed in System International (SI) units. Authors are referred to Annals of Internal Medicine 1987;106:114-29 for guidance in the use of SI units. All drugs should be mentioned in their generic form.
- Manuscript should be typed in English and on one side of A4 (220 x 210 cm) size 12, with single space.
- There should be one original and two paper copies and one IBM compatible electronic copy. (CD or Pen drive)
- There should be a margin of 2.5 cm at top and bottom, and 1.2 cm left and right.
- Pages should be numbered in English numerical at the upper right hand, consecutively, beginning with the title page.
- Title should not exceed 100 characters (Font size 16, bold).
- Name of authors, e.g. 1. Prof. Saiful Islam, 2. Dr. Nurun Nahar, these two author's name will be written like this; Saiful Islam<sup>1</sup>, Nurun Nahar<sup>2</sup>, etc. (Font size 12). Author's designation and name of place of study will be written after the end of the abstract (Font size 10).
- Abstract with a structured format with five sections (about 250 words maximum): Background, Objective, Methods, Results and Conclusion. All these sections will be in Times New Roman, Font size 12, italic and bold. Text will not be bold and after the text there will be Key words (not more than 10). No references are allowed in the abstract.

For review article abstract will be non structured and in case report no need to give abstract.

- Text will also comprises with five sections (Introduction, Materials and Methods, Results, Discussion and Conclusion).
- **Photographs:** With appropriate labeling (number in English numerical, title of photographs will be placed below the photographs). It should be placed in appropriate place of the article.
- **Illustration:** All illustrations should be cited in the text. Illustration should be numbered in English numerical and labeled properly, placed appropriately in relation to text of manuscript.
- **Tables:** Should be appropriately titled. Numbered with Roman numerical serially in order of text description. Abbreviations if used, should be explained in footnotes. Same table should not be repeated as chart.
- **Figures:** Should be appropriately titled and title will be placed below the figure. Numbered with English numerical serially in order of text description.
- **Placement:** All photographs, illustrations, tables and figures should be placed in the text in their appropriate places where their descriptions are given.
- **Acknowledgements:**

#### References:

- References from journal should be indicated by superscript numbers consecutively in the text and placed after full stop [i.e. .... has been reported from Dhaka Shishu (Children) Hospital.<sup>1</sup> or as shown by Akbar et al<sup>2</sup> in his study.] in the order in which they are mentioned and should be listed in numerical order on a separate sheet at the end of the article.
- References cited in tables or legends or illustrations should be numbered in

accordance with in sequence established by the first mention in the text.

- Titles of journals should be abbreviated according to Index Medicus or given in full.
- References must include: (i) all authors, surnames and initials (if there are 6 authors or fewer) or if there are more than 6 authors, the first six authors followed by et al. (ii) the full title of the paper in sentence case; (iii) the abbreviated or full title of the journal in italic; (iv) the year of publication; (v) the volume No will be bold; (vi) the first and last page numbers followed by full stop. Example: Khan NZ. A study of mentally retarded children: aetiology and associated factors. *Bangladesh Journal of Child Health* 1983; **9**:102-08.
- *References from books include:* (i) authors name, (ii) title of article, (iii) In: editor name/s. (iv) name of the chapter, (v) place of publication, (vi) name of book, (vii) year of publication and page numbers. *Example:* Bazvani I. An approach to inborn errors of metabolism. In: Behrman RE, Kliegman RM, Jenson HB, editors. Nelson textbook of Paediatrics. Philadelphia: Saunders, 2004: p.397-98.
- *Documents in electronic formal must include:* i) title, (ii) authors name, (iii) year of publication (iv) web site address, (v) date of access. Example: United Nations programme on HIV/AIDS Children living in a world with AIDS. Geneva, 1978 (<http://www.....>) accessed on (dd/mm/year).

**Manuscripts Submission:** The manuscripts should be submitted to the editor with a **covering letter**, mentioning that the work has not been published or submitted for publication anywhere else with **signature of all authors**.

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