

### Instruction to Authors

**Pulse is the official medical journal of Apollo Hospitals Dhaka. The aim is to ensure and maintain strong, up to date academic base and share updated medical knowledge, views, and performances.**

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.
- Accepted manuscripts become the property of the pulse. Any reproduction in whole or part will require written permission from the editorial board of the journal.
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- Rejected manuscripts/electronic copies/illustrations/photographs will not be returned to the authors.
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**Manuscript preparation:** The editorial board has decided to comply with “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” published by the International Committee of Medical Journal Editors in Vancouver, British Columbia in 1979 (the widely accepted “*Vancouver style*”) published in the Annals of Internal Medicine 1982;96:766-71. 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.

- Original articles, reviews, special articles, case reports and any other articles of medical interest are welcome.
- Should be typed in English and on one side of A4 (290 x 210cm) size white paper, using Times new roman font, size 12, with double space.
- There should be one original and two paper copies and one IBM compatible electronic copy.
- There should be a margin of 2.5 cm at top and bottom and remainder.
- Pages should be numbered in English numerical at the upper right hand, consecutively, beginning with the title page.
- Manuscripts should be submitted in the following order:
  - o Title page
  - o Abstract (should include background, objective, methodology, results, conclusion in short) with key words.
  - o Text (Introduction, Materials & Methods, Results, Discussion, Conclusion).
  - o Acknowledgements

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- o References
- **Photographs:**
  - o Unmounted glossy paper, 12.7x17.3 size
  - o Should be clipped to a white paper with appropriate labeling (number in English numerical, title of photographs and title of manuscripts.)
- **Illustrations:**
  - o All illustrations should be cited in the text
  - o Illustration should be numbered in English numerical and labeled properly.
- **Tables:**
  - o Should not duplicate the text.
  - o Should be appropriately titled.
  - o Numbered with roman numerical in order of text.
  - o Abbreviations if used, should be explained in footnotes.
- **Placement:**
  - o All photographs, illustrations and tables should be placed in the text in their appropriate places where their descriptions are given.
- **References:**
  - o References should be indicated by superscript numbers consecutively in the text (e.g. "... has been reported<sup>1</sup>"; or as shown by Akbar<sup>2</sup>) in the order in which they are first mentioned and should be listed in numerical order on a separate sheet at the end of the article.
  - o References cited only in tables or legends or illustrations should be numbered in accordance with a established by the first mention in the text.
- o Titles of journals should be abbreviated according to Index Medicus or given in full.
- o References from journal 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 should be listed and et al (means "and other") to be added with comma and one space between each name. The last author must have a full stop after the name. Surname to be followed by 1 space and initials (no space or punctuation between initials); \
  - ii. the full title of the paper; no need to use italics or underlining; only the first word of title of articles are capitalized;
  - iii. the abbreviated or full title of the journal followed by full stop no punctuation marks are used in the abbreviated journal name-just spaces;
  - iv. the year of publication followed by semicolon;
  - v. the volume number;
  - vi. the issue number in brackets without any space immediately after the vol. no. (again no space between vol. no. and issue no.);
  - vii. the first and last page numbers followed by full stop. Example: Khan NZ. A study of mentally handicapped children: aetiology and associated factors.

- Bangladesh Journal of Child Health. 1985; 9(2):102-08.
- o References from books must include:
    - i. authors name as mentioned under journal above;
    - ii. title of article, as under journal;
    - iii. editors name/s, the word “editor” or “editors” in full after the names (avoid confusion with “ed” for edition);
    - iv. title of the book followed full stop;
    - v. edition if other than first edition. Abbreviation of word edition “ed” followed by full stop;
    - vi. place of publication followed by colon and a space;
    - vii. name of publisher, followed by semicolon and 1 space;
    - viii. year of publication followed by full stop and;
    - ix. page numbers, abbreviate the word page to “p” followed by full stop. Example: Lindahl H. Esophagoscopy and diagnostic. In Grosfield JL, O’Neill JA, Coran AG, Fonkalsrud EW, editors. Peadiatric Surgery. Philadelphia: Mosby – Elsevier;2006. P 1038-1050.
  - o Documents in electronics format/ from internet must include:
    - i. title;
    - ii. authors name/s;
    - iii. year of publication;
    - iv. website address;
    - v. date of access. Example: What does a swollen testis mean for an 11 years old boy. Svanyo, 2009 (<http://www.....>), accessed on (dd/mm/year)

Manuscripts Submission: the manuscripts should be submitted to the editor/ executive editors with a covering letter, mentioning that the work has not been published or submitted for publication anywhere else. (Both soft and hard copies). We are also going to open a new pulse email address.

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