

## Instructions to the Authors

The Journal of Patuakhali Medical College invites the submission of original articles based on health, medical science, case reports, review articles and letters to editors. The journal is the official organ of Patuakhali Medical College covering all the fields of medical science. The editorial board further reserves the right to edit and reject the papers.

### Instructions to authors

All submissions must be in English language articles are accepted for publication on condition that these are contributed solely to the journal of Patuakhali Medical College. Neither the editors nor the publishers are responsible for the view and statement of the authors expressed in their contributions. It is the author's responsibility to obtain permission to reproduce the illustrations, tables etc. if they use such from other publications.

The following are the minimum requirements to submit for publication which is based on uniform requirement for the manuscripts submission to biomedical journals recommended by International Committee of Medical Journal Editors (ICMJ). Website for ICMJE is [www.icmje.org](http://www.icmje.org).

### Format for manuscript

1. Typing should be on one side of A4 size paper.
2. Manuscript should have uniform style, correct journal format carefully proofread for grammar spelling and punctuation.
3. Manuscript should be submitted in Microsoft Word file using font size 12 Calibri (body) characters, double-spaced except for abstract and author's information where single space should be used. There should be 1.5 cm margin from the top and the left and 1 cm from the right and bottom.

4. All author's name, affiliation at the time they did their work, the highest academic degrees, cell phone numbers and email addresses should be included.

5. A cover letter must be signed by the corresponding author and co-author(s). The letter must include the following statement "this manuscript is my/our own work and is not under consideration by another journal and this material has not been previously published".

6. Abstract and keywords should be in the first page followed by the text prepared in the format of IMRAD (introduction, methods, results and discussion). Abstracts should contain Background, Methods, Results, Conclusion. A heading of the Keywords should follow the abstract. It will be followed by the name and contact of the corresponding author.

### Requirements

1. Three hard copies of the article and one soft copy in MS Word (\*.doc/\*.docx format) with E-mail should be submitted to the Editor-in-Chief.
2. Standard acronyms/abbreviation should be used. Avoid acronym/abbreviation in the title and abstract except for standard one (e.g. DNA). However, the full term for which an acronym stands should precede its first use in the text unless it is a standard unit of measurement.
3. Statistical procedure should be described in the methods section supported by reference.
4. The editor reserves the customary right to style and if necessary, shorten the material for the acceptance purpose, to determine the priority and time of publication. Editor assumes that the submitted work will be based on honest observation. It is not a task

of the editor to investigate scientific fraud papers.

### **Criteria for submission of original manuscripts**

The authors are requested to strictly follow the guidelines for submission of manuscript to the Journal of Patuakhali Medical College for publication. The following documents with manuscripts are to be submitted-

- Cover letter addressed to the Editor-in-chief of the journal
- A title page

In general, original article should be divided into following section

- a. Title page
- b. Abstract
- c. Introduction
- d. Methods
- e. Results (table with titles and figures with legends)
- f. Discussion
- g. Acknowledgement (if any)
- h. References

Each of the sections is to start on a separate page. Page should be number continuously beginning from the abstract.

### **TITLE**

- Should be short (not more than 15 characters) and specific.
- Providing a distinct description of the complete article
- Should include the names of all authors with their designation and their affiliations
- Name of the department and institution where the work has been carried out
- The address of the corresponding author including contact number and email address
- Disclosure of conflict of interest if any
- Subtitles may be used to amplify the main title

### **ABSTRACT**

- Title of the article

- Author's name should not be given
- Preferably within 250 words

### **INTRODUCTION**

- The statement of the problem with a short discussion of its importance and significance
- Review of literature related to the problem with pertinent reference
- Objective, hypothesis benefits should be clearly stated

### **Methods**

- Research type, place, time and sample characteristics
- Description of outcome and factor variables
- Selection criteria
- Approval of by ethical review committee
- Description of procedure method as drugs or chemical as applicable
- Statistical analysis should be described and be supported by reference

### **RESULTS**

- Present results in a logical sequence in text table and illustration with most important finding first
- Tables and Figures should be numbered using Arabic numerals (e.g. Table 1, Figure 2)
- Do not duplicate data in table and figure
- Table and figure not supportive to the research are strictly discouraged
- Do not use internal horizontal and vertical gridlines in diagram. Use simple figure keeping the 2-dimensional image.

### **Discussion**

- Start discussion with findings of the article first
- Progress discussion in logical manner with appropriate references

### **Acknowledgement**

- Contribution by any person or department or institution should be placed as the last element of the text before references.

- Please put the acronyms of the authors name with their contribution in the script.

Concept:

Design:

Analysis:

Manuscript writing:

**REFERENCES**

- Should be followed by Vancouver format
- Should be numbered consecutively as superscript and should appear on top of line after the punctuation in the text
- At least 15 references should be included
- At the end of the article this should be listed in numerical order according to the order of citation in the text

**Criteria for submission of review article**

- Reviews are evidence-based article about a specific topic used relevant citation from the most recent literature with authors' conclusion on the subject.
- Text should be ranging from 3000 to 6000 excluding the title abstract reference, tables and keywords.

**Criteria for submission of short report**

- Short reports are accepted when the research topic in and results of the research are in Limited in scope and in cases that do not require writing a full original article
- Short report can be described as a summarized version that have prepared according to the structure of research article
- Abstract should not exceed 100 words and the text should be restricted to a maximum of 1000 words

**Criteria for submission of evidence-based commentary**

- Short report based on focused questions arising from a clinical encounter and accompanied with summary of appraised evidence

**Criteria for submission of letters to editor and comments**

- Letter to editor or comments can be sent to provide commentary and analysis concerning an article published in the journal to give information about ongoing visits to draw attention to the subject. It may include an optional title table and references. These articles should not exceed 1000 words.

**Author Agreement Statement**

Title: .....

We, the undersigned, declare that this manuscript is original, has not been published before and is not currently being considered for publication elsewhere.

We confirm that the manuscript has been read and approved by all named authors and that there are no other persons who satisfied the criteria for authorship but are not listed. We further confirm that the order of authors listed in the manuscript has been approved by all of us.

We understand that the Corresponding Author is the sole contact for the Editorial process. He/she is responsible for communicating with the other authors about progress, submissions of revisions and final approval of proofs.

Signature by all authors against their names:

