

SYLHET MAG OSMANI MEDICAL COLLEGE JOURNAL (SOMCJ)

Preparing your manuscript for SOMCJ

Author Guidelines (Revised and Expanded Edition, 2025)

Preparing Your Manuscript for SOMCJ

The *Sylhet MAG Osmani Medical College Journal (SOMCJ)* publishes **Original Articles, Review Articles, Case Reports, Short Communications, and Letters to the Editor** across all disciplines of medical and health sciences. Authors are requested to prepare their manuscripts carefully in accordance with the following detailed guidelines.

1. Types of Articles and Word Limits

Manuscript Type	Abstract (words)	Main Text (excluding abstract, tables, figures, references)	References (max)	Figures/Tables (max)
Original Article	Structured, ≤ 250	3,000-3,500	30	5
Review Article	Unstructured, ≤ 250	4,000-5,000	60	6
Case Report	Structured, ≤ 150	1,500-2,000	15	3
Short Communication	Unstructured, ≤ 150	$\leq 1,500$	15	2
Letter to the Editor	None	≤ 800	5	1

2. Title Page

The title page should include the following information clearly and completely:

1. **Title:** Concise, informative, and reflecting the main topic of the study. Avoid abbreviations.
2. **Author Information:** Full names of all authors with their academic degrees.
3. **Institutional Affiliations:** Full institutional addresses of all authors, including department, institution, city, and country.
4. **Corresponding Author:** Full name, postal address, phone number, and email address.
5. **Running Title:** A short version of the title (not exceeding 50 characters).
6. **Word Count:** Total word count for the main text and abstract separately.
7. **Conflict of Interest and Funding Declaration (brief):** A short note (detailed declaration appears later).

3. Abstract

- The abstract should not exceed **250 words**.
- Avoid abbreviations and reference citations in the abstract.
- The structure depends on article type:

For Original Articles:

Include the following subheadings:

- **Background:** The context and purpose of the study.
- **Methods:** Study design, participants, materials, and analysis methods.
- **Results:** Main findings and statistical significance.
- **Conclusions:** Key conclusions and clinical or scientific implications.
- **Keywords:** Three to ten keywords (preferably MeSH terms).

For Review Articles and Short Communications:

Write a single-paragraph unstructured abstract summarizing key content and implications.

For Case Reports:

Include: *Introduction, Case Presentation, Conclusion*.

4. Main Text

The manuscript body should follow these standard sections (for original articles):

4.1 Background (Introduction)

Explain:

- The background and rationale of the study.
- Relevant literature and knowledge gap.
- The specific aim, hypothesis, or research question.

4.2 Methods

Describe in sufficient detail to allow replication:

- **Study design, setting, and period.**
- **Participants:** Inclusion/exclusion criteria and sampling.
- **Ethical approval:** Mention the ethics committee name, approval number, and informed consent procedure.
- **Procedures/interventions:** Describe in detail; use generic drug names. Proprietary names may appear in parentheses.
- **Variables:** Define primary and secondary outcomes.
- **Statistical analysis:** Specify tests used, confidence intervals, and software (e.g., SPSS v26, R v4.3). If sample size calculation was performed, include formula and parameters.

4.3 Results

- Present findings clearly in logical order.
- Use both text and tables/figures where appropriate; do not duplicate data.
- Report exact *p*-values and confidence intervals.
- Highlight clinically or statistically significant results.

4.4 Discussion

- Interpret results in relation to prior studies and theoretical background.
- Discuss strengths, limitations, and generalizability.
- Avoid repeating detailed results.
- Suggest implications for research and clinical practice.

4.5 Conclusions

State the principal conclusion clearly and briefly. Indicate the importance and relevance of findings.

4.6 List of Abbreviations

Define all abbreviations at first mention and provide a list alphabetically at the end of the manuscript if used frequently.

5. References

References must follow the **Vancouver style** (ICMJE format).

- Cite in-text using superscript numbers in order of appearance (e.g., “as shown earlier¹⁰”).
- List all authors if ≤ 6 ; if ≥ 7 , list first 3 followed by *et al.*
- Include DOI where available.

Examples

- **Journal Article:**
Smith JJ. The world of science. *Am J Sci.* 1999;36:234-5.
- **Journal (no page numbers):**
Rohrmann S, Overvad K, Bueno-de-Mesquita HB, et al. Meat consumption and mortality: results from the EPIC study. *BMC Med.* 2013;11:63.
- **DOI only:**
Slifka MK, Whitton JL. Clinical implications of dysregulated cytokine production. *Dig J Mol Med.* 2000; doi:10.1007/s801090000086.
- **Book Chapter:**
Wyllie AH, Kerr JFR, Currie AR. Cell death: the significance of apoptosis. In: Bourne GH, Danielli JF, Jeon KW, editors. *International Review of Cytology*. London: Academic Press; 1980. p. 251-306.
- **Book:**
Blenkinsopp A, Paxton P. *Symptoms in the Pharmacy: A Guide to the Management of Common Illness*. 3rd ed. Oxford: Blackwell Science; 1998.
- **Online Source:**
World Health Organization. Coronavirus disease (COVID-19) dashboard. <https://covid19.who.int/>. Accessed 20 June 2025.

6. Tables

- Number tables consecutively (Table 1, Table 2, etc.).
- Provide a **title above** (≤ 15 words) and **legend below** (≤ 300 words).
- Use the “Table” function in MS Word, not spreadsheets or images.
- Do not use color or shading; indicate important cells using superscripts or bold text.
- Refer to all tables in the text and ensure clarity without duplication.

7. Figures

- Number figures consecutively and cite in text.

- Submit as separate files in JPG/PNG/TIFF, resolution ≥ 300 dpi.
- Multi-panel figures (a, b, c) should be submitted as one composite file.
- Provide figure titles and legends in the manuscript, not in image files.
- Clearly indicate any symbols or abbreviations used.
- Obtain written permission for any previously published material.

8. Ethical Considerations

SOMCJ adheres strictly to the guidelines of:

- **Committee on Publication Ethics (COPE)**
- **ICMJE Recommendations**
- **Declaration of Helsinki (2013 Revision)**

All manuscripts must include statements on:

- **Ethical approval** from a recognized Institutional Review Board (include approval number/date). The Ethical approval certificate must be submitted along the research paper.
- **Informed consent** from participants (or guardians, if applicable).
- **Animal research compliance** following institutional and national guidelines.
- **No form of plagiarism, fabrication, falsification, or redundant publication** will be tolerated.

Manuscripts failing to meet ethical standards will be rejected or retracted.

9. Declarations (Mandatory for All Submissions)

Each manuscript must include the following headings after the conclusion and before references:

Ethics Approval and Consent to Participate

State the approving committee's name, approval reference number, and consent procedure.

Consent for Publication

Confirm consent for publication from all participants or legal guardians, where applicable.

Availability of Data and Materials

Indicate data availability (e.g., available on request, or deposited in a repository with DOI).

Competing Interests

Disclose any personal, institutional, or financial conflicts of interest.
If none, write: “*The authors declare no competing interests.*”

Funding

List funding agencies and grant numbers, or state: “*No external funding was received.*”

Authors’ Contributions

Use the CRediT taxonomy or similar:

Conceptualization: AA, MR; Data collection: NA; Analysis: MR; Drafting: AA; Critical revision: MR, SH; Final approval: All authors.

Acknowledgements

Mention non-author contributors, technical staff, or institutions who provided support.

10. Manuscript Submission Procedure

- Submit **two hard copies** to the Office of the Principal, Sylhet MAG Osmani Medical College.
- Email one **soft copy (MS Word)** to somcjournal@gmail.com.
- Include all required documents:
 - Cover letter signed by all authors
 - Title page
 - Main body
 - Ethical approval copy
 - Tables and figures appended at the end

11. Plagiarism and Publication Ethics

- All submissions are screened using plagiarism detection software.
- Text similarity above 20% (excluding references) will be returned to the authors for revision or may be rejected outright.

- Duplicate submission, redundant publication, or unethical conduct will result in retraction and institutional notification.

12. Copyright and Licensing

- Authors retain copyright but grant SOMCJ the right to publish, distribute, and archive.
- Reuse of figures/tables from other sources requires prior permission from copyright holders.

13. Proofs and Corrections

- Proofs are sent to the corresponding author before publication.
- Only minor typographical corrections are allowed at this stage.
- Major content changes require editorial approval.

14. Editorial Process

All manuscripts submitted to the *Sylhet MAG Osmani Medical College Journal (SOMCJ)* undergo a rigorous and structured editorial process to ensure scientific accuracy, ethical integrity, and clarity of presentation. Each submission is initially screened by the editorial board for relevance, originality, and adherence to the journal's author guidelines. Manuscripts that meet these criteria are subjected to a double-blind peer review by at least two independent experts in the relevant discipline. In addition, studies involving quantitative data or inferential analysis are reviewed by a qualified biostatistician to ensure the appropriateness and validity of the statistical methods and interpretations. Reviewers' comments are carefully considered by the editorial board, and authors may be requested to revise their manuscripts in light of these evaluations. The final decision regarding publication rests with the Editor-in-Chief, who ensures that every accepted paper upholds the journal's standards of scientific excellence, ethical conduct, and editorial integrity before publication.

15. Open Access and Article Processing Charges (APC)

All articles published in the *Sylhet MAG Osmani Medical College Journal (SOMCJ)* are fully open access and made immediately available online upon publication. This ensures unrestricted access, global visibility, and the widest possible dissemination of research findings to clinicians, academicians, and the public worldwide.

To maintain a high-quality peer review process, editorial workflow, production, and online hosting, an Article Processing Charge (APC) is applicable only after acceptance of the manuscript. There are no submission fees.

Article Processing Charges (APC):

Original Article: BDT 7,000 (58 USD) for the first author and BDT 2,000 (17 USD) for each co-author (or equivalent in USD for international submissions)

Case Report: BDT 5,000

Short Communication / Letter to the Editor: BDT 3,000

Payment details and accepted payment methods will be communicated to the corresponding author upon acceptance of the manuscript.

Waiver Policy for Undergraduate Students

To encourage early research engagement and academic writing among medical undergraduates, SOMCJ offers full waiver of all publication charges for articles where the first author is an undergraduate student. Such submissions will enjoy the same editorial and peer review process as all other manuscripts, ensuring academic rigor and fairness.

Access Policy

The Sylhet MAG Osmani Medical College Journal provides immediate open access to all its articles. Readers may view, download, and share published works freely, in accordance with the journal's open-access policy. The journal does not charge any access or subscription fees and receives no external or commercial sponsorship.

16. Contact Information

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