



## **SOP**

# **SUBMISSION OF MANUSCRIPT**

All material submitted is assumed to be submitted exclusively to the journal unless otherwise stated. Submissions may be returned to the author for amendment if presented in the incorrect format.

Manuscript documents should consist of the following formats.

1. **Cover letter**
2. **Title page**
3. **Manuscript format**
4. **Style**
5. **Figures/illustrations**
6. **Tables**
7. **Multimedia**
8. **References**
9. **Permissions**
10. **Online only supplementary material**
11. **Statistics**
12. **Research reporting guidelines**
13. **Pre-submission checklist**

### **Cover letter**

Your cover letter should inform the Editor of any special considerations regarding your submission, including but not limited to:

- Details of related papers by the same author(s) already published or under consideration for publication.
- Details of previous reviews of the submitted article.

Copies of related papers, previous Editors' and reviewers' comments, and responses to those comments can be submitted using the File Designation "Supplementary file for Editors only". Editors encourage authors to submit previous communications as doing so is likely to expedite the review process.

## **Title page**

The title page must contain the following information:

- Title of the article.
- Full name, postal address, e-mail and telephone number of the corresponding author.
- Full name, department, institution, city and country of all co-authors.
- Up to five keywords relevant to the content of your manuscript. This will enable us to identify the most suitable reviewers for your manuscript.
- Word count, excluding title page, abstract, references, figures and tables.

## **Manuscript format**

The manuscript must be submitted as a Word document. PDF is not accepted.

The manuscript should be presented in the following order:

- Title page.
- Abstract or a summary for case reports (Note: references should not be included in abstracts or summaries).
- Main text separated under appropriate headings and subheadings using the following hierarchy: BOLD CAPS, bold lower case, Plain text, Italics.
- Tables should be in Word format and placed in the main text where the table is first cited.
- Tables must be cited in the main text in numerical order.
- Acknowledgments, Competing Interests, Funding and all other required statements. Reference list.

Images must be uploaded as separate files (view further details under the Figures/illustrations section). All images must be cited within the main text in numerical order and legends should be provided at the end of the manuscript.

Appendices should be uploaded using the File Designation "Supplementary File" and cited in the main text.

Please remove any hidden text headers or footers from your file before submission.

## **Style**

Abbreviations and symbols must be standard. SI units should be used throughout, except for blood pressure values which should be reported in mm Hg.

Whenever possible, drugs should be given their approved generic name. Where a proprietary (brand) name is used, it should begin with a capital letter.

Acronyms should be used sparingly and fully explained when first used.

## Tables

Tables should be in Word format and placed in the main text where the table is first cited. Tables must be cited in the main text in numerical order. Please note that tables embedded as Excel files within the manuscript are NOT accepted. Tables in Excel should be copied and pasted into the manuscript Word file.

Tables should be self-explanatory and the data they contain must not be duplicated in the text or figures. Any tables submitted that are longer/larger than 2 pages will be published as online only supplementary material.

## Multimedia files

You may submit multimedia files to enhance your article. Video files are preferred in .WMF or .AVI formats, but can also be supplied as .FLV, .Mov, and .MP4. When submitting, please ensure you upload them using the File Designation "Supplementary File - Video".

## References

Authors are responsible for the accuracy of cited references and these should be checked before the manuscript is submitted.

### Citing in the text

References must be numbered sequentially as they appear in the text. References cited in figures or tables (or in their legends and footnotes) should be numbered according to the place in the text where that table or figure is first cited. Reference numbers in the text should be inserted immediately after punctuation (with no word spacing)—for example,[6] not [6].

Where more than one reference is cited, these should be separated by a comma, for example,[1, 4, 39]. For sequences of consecutive numbers, give the first and last number of the sequence separated by a hyphen, for example,[22-25]. References provided in this format are translated during the production process to superscript type, and act as hyperlinks from the text to the quoted references in electronic forms of the article.

Please note that if references are not cited in order the manuscript may be returned for amendment before it is passed on to the Editor for review.

### Preparing the reference list

References must be numbered consecutively in the order in which they are mentioned in the text.

Only papers published or in press should be included in the reference list. Personal communications or unpublished data must be cited in parentheses in the text with the name(s) of the source(s) and the year. Authors should request permission from the source to cite unpublished data.

Journals from BMJ use a slightly modified version of Vancouver referencing style (see example below). The style template is available via Endnote. Note that The BMJ uses a different style.

### Reference style

List the names and initials of all authors if there are 3 or fewer; otherwise list the first 3 and add 'et al.' (The exception is the Journal of Medical Genetics, which lists all authors). Use one space only between words up to the year and then no spaces. The journal title should be in italic and abbreviated according to the style of Medline. If the journal is not listed in Medline then it should be written out in full.

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**PATNA-800014**

**SOP**

**SUBMISSION OF MANUSCRIPT**

**MANUSCRIPT:**

**Title**

Title of the article should be short, continuous (broken or hyphenated titles are not acceptable) and yet sufficiently descriptive and informative so as to be useful in indexing and information retrieval. Title page should include name(s) of author(s) with departmental affiliations, complete postal addresses with e-mails.

**A short running title not exceeding 6-7 words may also be provided.**

**Abstract**

*All manuscripts should (except reviews) have a structured abstract (of about 250 words) with subheadings of **Background & objectives, Methods, Results, and Interpretation & conclusions.***

Abstract should be brief and indicate the scope and significant results of the paper. It should only highlight the principal findings and conclusions so that it can be used by abstracting services without modification. Conclusions and recommendations not found in the text of the articles should not be inserted in the Abstract.

**A set of suitable key words (6-8 in number) arranged alphabetically may be provided.**

**Introduction**

Introduction should be brief and state precisely the scope of the paper. Review of the literature should be restricted to reasons for undertaking the present study and provide only the most essential background.

**Material & Methods**

The nomenclature, the source of material and equipment used, with the manufacturer's details in parenthesis, should be clearly mentioned. The procedures adopted should be explicitly stated to enable other workers to reproduce the results, if necessary. New methods may be described in sufficient detail indicating their limitations. Established methods can be just mentioned with authentic references and significant deviations, if any given, with reasons for adopting them. While reporting experiments on human subjects and animals, it should be clearly mentioned that procedures followed are in accordance with the ethical standards laid down by the national bodies or organizations of the particular country. For example, for research carried out in India on human subjects, the ICMR's Ethical guidelines for biomedical research on human participants (2006) should be adhered to. Similarly, for experiments on laboratory animals the ICMR's guidelines Use of animals in scientific research (May 2006)/INSA's guidelines for care and use of animals in scientific research (2000) or guidelines of the Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA) should be followed. Adequate information should be provided on the care and use of laboratory animals, source of animals, strain, age, sex, housing and nutrition, etc. Whenever needed, appropriate certification should be provided at the time of submission of the manuscripts. The drugs and chemicals used should be precisely identified, including generic name(s), dosage(s) and route(s) of administration.

**Study design:** Selection of the observational or experimental participants (patients or laboratory animals, including controls, whether randomly or consecutively) and basis of sample size calculation should be mentioned clearly, including eligibility and exclusion criteria and a description of the source population.

**Period (with month and year) and place of the study should be clearly stated.**

**Studies based on clinical trials:**

All clinical trials should be registered in a Primary Clinical Trial Registry and the Registration number be given under Material & Methods. Articles presenting with results of randomized clinical trials should provide information on all major study elements, including the protocol, assignment of interventions (methods of randomization, concealment of allocation to treatment groups), and the method of masking (blinding), based on the CONSORT Statement (<http://www.consort-statement.org/>). It should be clearly stated that study protocol was approved by the institutional/local ethics committee and written consent obtained from the participants. The statistical analysis done and statistical significance of the findings when appropriate, should be mentioned. Unless absolutely necessary for a clear understanding of the article, detailed description of statistical treatment may be avoided. Articles based heavily on statistical considerations, however, need to give details particularly when new or uncommon methods are employed. Standard and routine statistical methods employed need to give only authentic references.

**Results**

Only such data as are essential for understanding the discussion and main conclusions emerging from the study should be included. The data should be arranged in unified and coherent sequence so that the report develops clearly and logically. Data presented in Tables and Figures should not be repeated in the text. Only important observations need to be emphasized or summarized. The same data should not be presented both in tabular and graphic forms. Interpretation of the data should be taken up only under the Discussion and not under Results.

**Discussion**

The discussion should deal with the interpretation of results without repeating information already presented under Results. It should relate new findings to the known ones and include logical deductions. It should also mention any weaknesses/limitations/lacunae of the study.

The conclusions can be linked with the goals of the study but unqualified statements and conclusions not completely supported by the data should be avoided. Claiming of priority on work that is ongoing should also be avoided. All hypotheses should, if warranted, clearly be identified as such; recommendations may be included as part of the Discussion, only when considered absolutely necessary and relevant.

**Acknowledgment**

Acknowledgment should be brief and made for specific scientific/technical assistance and financial support only and not for providing routine departmental facilities and encouragement or for help in the preparation of the manuscripts (including typing or secretarial assistance).

**References**

The total number of References should normally be restricted to a maximum of 30.

References to literature cited should be numbered consecutively and placed at the end of the manuscript. In the text they should be indicated above the line (superior). As far as possible mentioning names of author(s) under references should be avoided in text.

**Articles in Journals:** The titles of the journals should be abbreviated according to the style used by the Pub Med.

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