

## Guidelines for Manuscript Submission in Journal of Sheikh Zayed Medical College (JSZMC)

The Journal of Sheikh Zayed Medical College (JSZMC) agrees and accept manuscripts for publication according to the “Uniform Requirements for manuscript submitted to biomedical Journals: International Committee of Medical Journal Editors (ICMJE)” (Updated October 2008).

### **Submission of Manuscripts**

All manuscripts submitted for publication should be sent exclusively to JSZMC. Along with manuscripts should be; a covering letter giving written consent for publication and testifying that material submitted has not been published previously. All submission are subject to review/ alteration by the editorial board/ editor.

Authors are advised that all manuscripts of original research should contain following sections:

#### **a) *Title Page***

It should consist of:

- 1) The title of the article, which should be concise, specific and informative.
- 2) Full name of each author, with his or her highest academic degree(s) and institutional affiliation.
- 3) The name of the department(s) and institution(s) to which the work should be attributed.
- 4) The name and address of the author responsible for correspondence for any possible request for reprint or corrections.
- 5) A short running head or footline of no more than 40 characters (count letters and spaces) at the foot of the title page.

#### **b) *Abstract and key words***

The second page should carry structured abstract of not more than 250 words. The abstract should include; **objective:** Purposes of the study or investigation; **materials and methods;** study design, place and duration of study, basic procedures as selection of study subjects, laboratory animals, observational and analytical methods; **results;** main findings and their statistical significance, if possible and **conclusion;** only principal conclusions. It should emphasize new and important aspects of the study or observations. Below the abstract authors should provide, and identify as such, 3 to 10 **key words** or short phrases. Terms from the Medical Subject Headings (MSH) list of Index Medicus should be used.

### **Main manuscript of original article**

The main manuscript of original article is divided into subsections according to “IMRAD” structure, with the headings **Introduction, Methods, Results and Discussion**. The original paper should be of about two thousand words excluding abstract and references. It should contain a structured abstract of about 250 words. There should be no more than three tables or illustrations. The data should be supported with 20-25 references, which should include local as well as international references. Most of the reference should be from last five years from the date of submission.

#### **c) *Introduction***

It should provide background for the study ( What has previously been done on the topic ), State the purpose of the article and summarize the rationale ( What is not known and what new aspect will be added or negated by this study) for the study or observation(s). Give only strictly pertinent references and do not include data or conclusions from the work being reported. It should end with a statement of the study objectives. (Objectives should be Specific, Measurable, Achievable, Repeatable and Time bound ). It is preferable to cite about 10-15 references in this segment.

#### **d) *Material and Methods***

Describe your selection of the observational or experimental subjects, patients or laboratory animals, including controls clearly. Identify the age, sex, and other important characteristics of the subject. Because the relevance of such variable as age, sex and ethnicity the object of research is not always clear, authors should explicitly justify them when they are included in a study report. The guiding principle should be clarity about how and why a study was same in a particular way. For example, authors should explain why only subjects of certain ages were included or why women were excluded. Authors should avoid terms such as “race,” which lacks precise biological meaning, and use alternative descriptors such as “ethnicity” or “ethnic group” instead. Authors should specify carefully what the descriptors mean, and tell exactly how the data were collected. Identify the methods, apparatus (give the manufacture's name and address in parentheses), and procedures in sufficient detail to allow other workers to reproduce the results. Give references to established methods, including statistical methods; provide references and brief descriptions for methods that have been published but are not well known; describe new or substantially modified methods, give reasons for using them and evaluate their limitations. Identify precisely all drugs and chemicals used, including generic name(s), and route(s) of administration. Reports of randomized clinical trials should present information on all major study elements, including the protocol (study Population, interventions or exposures, outcomes, and the rationale for statistical analysis), assignment of interventions (methods of randomization, concealment of allocation to treatment groups), and the method of masking (blinding). Authors submitting review manuscripts should include a section describing the method used for locating, selecting, extracting and synthesizing data. These methods should also be summarized in the abstract.

#### **e) *Ethics***

When reporting experiments on human subjects, indicate whether the procedures followed were in accordance with the ethical

## Guidelines for Authors

standards of the responsible committee on human experimentation (institutional or regional) and with the Helsinki Declaration of 1975, as revised in 1983.

### **f) *Statistics***

Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results. When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Avoid relying solely on statistical hypothesis testing, such as the use of P-values, which fails to convey important quantitative information. Discuss the eligibility of experimental subjects. Give detail about randomization describe the method for and success of any blinding of observations. Report the complications of the treatment. Give numbers of observations. Report losses to observation (such as dropouts from a clinical trial). Specify any general-use computer programs used computer programs, e. g. SPSS, EPI Info. Put a general description of methods in the method section. When data are summarized in the results, specify the statistical methods used to analyze them. Restrict tables and figures to those needed to explain the argument of the paper and to access its support. Use graphs as an alternative to tables with many entries; do not duplicate data in graphs and tables. Avoid non technical uses of technical terms in statistics such as “random” (which implies a randomizing device), “normal”, “significant”, “correlations” and “sample”. Define statistical terms, abbreviations and most symbols.

### **g) *Results***

Present your results in logical sequence in the text, tables and illustrations. Do not repeat in the text all the data in the tables or illustrations; emphasize or summarize only important observations.

### **h) *Discussion***

Emphasize the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other material given in the introduction or the Results section. Include in the Discussion section the implications of the findings and their limitations, including for future research. Relate the observations to other relevant studies. Recommendations when appropriate may be included.

### **i) *Acknowledgments***

List all contributors who do not meet the criteria for authorship, such as a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Financial and material support should also be acknowledged. Groups of persons who have contributed materially to the paper but whose contributions do not justify authorship may be listed under a heading such as “clinical investigators” or “participating investigator”, and their function or contribution should be described for example, “served as scientific advisors,” “critically reviewed the study proposal,” “collected data,” or “provided and cared for study patients”.

### **j) *References***

References should be numbered in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in parentheses. References should include the names and initials of all authors, in case of more than six authors, after first six authors et al be entered. This is followed title of the article, journal name year, volume, issue number and inclusive page numbers e.g. Flanagan A, Fontanarosa PB, DeAngelis CD. Authorship for research groups. JAMA. 2002;288:3166-8. Reference to books should include author's chapter title, Editor's name, title of book, city of publication, publisher and year.

### **k) *Illustrations and legends***

Submit 2 hard copies on high-quality laser printer paper or bond paper. For best possible reproduction, avoid using shading or dotted patterns; if unavoidable, submit this type of illustration in the form of a glossy photograph for best results. Use thick, solid lines and bold, solid type.

### **l) *Tables***

Tables should be self-explanatory and numbered in Roman numerals in the order as mentioned in the text. Provide a brief title for each. Type each table double spaced, on a separate page. Abbreviations should be defined in a double-spaced footnote at the end of the table. If any material in a table or a table itself has been taken from previously copyrighted material, a double spaced footnote must give full credit to the original source and permission of the author and publisher must be obtained. Send letters of permission to the Editor with the manuscript.

### **m) *Conflict of Interest Notification Page***

Authors should declare any potential conflict of interest and any financial support for the study may be disclosed as well.

### **Address for Correspondence**

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