INSTRUCTIONS FOR AUTHORS

Please read the guidelines below to upload your manuscript. Please note that manuscripts not conforming to these guidelines may be returned.

Only manuscripts of sufficient quality that meet the aims and scope of *Dr. SNMC Journal of Medical Sciences* will be reviewed.

As part of the submission process you will be required to warrant that you are submitting your original work, that you have the rights in the work, that you are submitting the work for first publication in the Journal and that it is not being considered for publication elsewhere and has not already been published elsewhere, and that you have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by you.

**Editorial policies**

- **Peer review policy**

  The journal’s policy is to have manuscripts reviewed by expert reviewers. *Dr. SNMC Journal of Medical Sciences* utilizes a double-blind peer review process in which the reviewer’s name and information is withheld from the author. All manuscripts are reviewed as rapidly as possible, while maintaining rigor. Reviewers make comments to the author and recommendations are sent to the Editor-in-Chief who then makes the final decision.

- **Authorship**

  Papers should only be submitted for consideration once consent is given by all contributing authors. Those submitting papers should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors.

  The list of authors should include all those who can legitimately claim authorship. This is all those who:

  (i) Made a substantial contribution to the concept or design of the work; or acquisition, analysis or interpretation of data.

  (ii) Drafted the article or revised it critically for important intellectual content.

  (iii) Approved the version to be published,

  (iv) Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.
Authors should meet the conditions of all of the points above. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. When a large, multicentre group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments section. Please refer to the International Committee of Medical Journal Editors (ICMJE) authorship guidelines for more information on authorship.

- **Acknowledgements**

All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, or a department chair who provided only general support.

- **Funding (if any then only)**

All research articles should have a funding acknowledgement statement included in the manuscript in the form of a sentence under a separate heading entitled ‘Funding’ directly after your Acknowledgements and Declaration of Conflicting Interests, if applicable, and prior to any notes and your References. The funding agency should be written out in full, followed by the grant number in square brackets, see following example:

*This work was supported by the Medical Research Council [grant number xxx].*

Multiple grant numbers should be separated by comma and space. Where the research was supported by more than one agency, the different agencies should be separated by semi-colon, with “and” before the final funder. Thus:

*This work was supported by the Trust [grant numbers xxx, yyyyy]; the Natural Environment Research Council [grant number zzzz]; and the Economic and Social Research Council [grant number aaaa].*

In some cases, research is not funded by a specific project grant, but rather from the block grant and other resources available to a university, college or other research institution. Where no specific funding has been provided for the research we ask that corresponding authors use the following sentence:
This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

Please include this information under a separate heading entitled 'Funding' directly after any Acknowledgements and Declaration of Conflicting Interests (if applicable), and prior to any Notes and your References.

- **Research ethics and patient consent**

Medical research involving human subjects must be conducted according to the World Medical Association Declaration of Helsinki.

Submitted manuscripts should conform to the ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, and all papers reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional Review Board provided (or waived) approval. Please ensure that you have provided the full name and institution of the review committee, in addition to the approval number.

For research articles, authors are also required to state in the methods section whether participants provided informed consent and whether the consent was written or verbal.

Information on informed consent to report individual cases or case series should be included in the manuscript text. A statement is required regarding whether written informed consent for patient information and images to be published was provided by the patient(s) or a legally authorized representative.

Please also refer to the ICMJE Recommendations for the Protection of Research Participants.

All research involving animals submitted for publication must be approved by an ethics committee with oversight of the facility in which the studies were conducted.

- **Clinical trials**

*Dr. SNMC Journal of Medical Sciences* conforms to the ICMJE requirement that clinical trials are registered in a WHO approved public trials registry at or before the time of first patient enrolment as a condition of consideration for publication. The trial registry name and URL, and registration number must be included at the end of the abstract.

- **Reporting guidelines**

The relevant EQUATOR Network reporting guidelines should be followed depending on the type of study. For example, all randomized controlled trials submitted for publication should include
a completed CONSORT flow chart as a cited figure and the completed CONSORT checklist should be uploaded with your submission as a supplementary file. Systematic reviews and metaanalyses should include the completed PRISMA flow chart as a cited figure and the completed PRISMA checklist should be uploaded with your submission as a supplementary file. The EQUATOR wizard can help you identify the appropriate guideline.

Other resources can be found at NLM's Research Reporting Guidelines and Initiatives.

- **Publication ethics**

  *Dr. SNMC Journal of Medical Sciences* is committed to upholding the integrity of the academic record. We encourage authors to refer to the Committee on Publication Ethics' International Standards for Authors.

- **Plagiarism**

  *Dr. SNMC Journal of Medical Sciences* take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of published articles. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article, for example, is found to have plagiarized other work or included third-party copyright material without permission or with insufficient acknowledgement, or where the authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article; taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; or taking appropriate legal action.

**Further information**

Any correspondence, queries or additional requests for information on the Manuscript Submission process should be sent to the *Dr. SNMC Journal of Medical Sciences* editorial office as follows:

drsnmcjournal@gmail.com

**Submission of Manuscript**

Manuscript should be submitted along with a cover letter electronically to the email-
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Submission guidelines:

The submitted manuscripts that are not as per the "Instructions to Authors" would be returned to the authors for technical correction, before they undergo editorial/peer-review. Generally, the manuscript should be submitted in the form of two separate files:

1. Title page/first page file/covering letter

This file should provide

a. The type of manuscript (clinical investigation, review article, brief communication, case report, Letter to editor, Editorial, Comments on Published article, etc.) title of the manuscript, running title (of no more than 50 characters), names of all authors/ contributors (with their highest academic degrees, designation and affiliations) and name(s) of department(s) and/ or institution(s) to which the work should be credited. All information which can reveal your identity should be here. Use text/rtf/doc files. Do not zip the files.

b. This page should state the total number of pages, total number of photographs and word counts separately for abstract and for the text. For text, word count includes Introduction, results, discussion and conclusion in case of ORIGINAL ARTICLE: Introduction, case report and conclusion in case of CASE REPORT, Introduction, case report and conclusion in case of case report submitted as BRIEF COMMUNICATION, and Introduction, results, discussion and conclusion in case of original article / investigation submitted as BRIEF COMMUNICATION (excluding the abstract, references, tables).

c. Source(s) of support in the form of grants, equipment, drugs, or all of these;

d. Acknowledgement, if any. One or more statements should specify 1) contributions that need acknowledging but do not justify authorship, such as general support by a departmental chair; 2) acknowledgments of technical help; and 3) acknowledgments of financial and material support, which should specify the nature of the support. This should be included in the title page of the manuscript and not in the main article file.

e. If the manuscript was presented as part at a meeting, the organization, place, and exact date on which it was read must be mentioned. A full statement about all submissions and previous reports that might be regarded as redundant publication of the same or very similar work should be provided to the editor at first submission itself. Any such work should be referred to specifically, and
f. Registration number in case of a clinical trial and where it is registered (name of the registry and its URL)

g. Conflicts of Interest of each author/contributor. A statement of financial or other relationships that might lead to a conflict of interest, if that information is not included in the manuscript itself or in an authors’ form

h. Criteria for inclusion in the authors’/contributors’ list

i. A statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated earlier in this document have been met, and that each author believes that the manuscript represents honest work, if that information is not provided in another form.

j. The name, address including PIN code, e-mail, and mobile number and/or telephone number of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs, if that information is not included on the manuscript itself.

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l. If authors wish to submit any image/s related to patient (including radiological images) for publication, a statement should be included about written informed consent being obtained from the patient/first line relative of the patient for publication of such material in scientific journal; name and institutional identity details on CT, MRI & X ray films to be concealed properly.
m. In case of multiple institutional affiliations, the authors should provide clarification regarding the nature of involvement of authors from different institutions (in cases of multicentric studies, details of ethical committee approval from different concerned institutions should be provided).

n. Postgraduate trainee can submit thesis/dissertation topic for publication after completion of the course; the guide's permission and inclusion of name as co-author are mandatory. Only the institute where the research was conducted can be shown as affiliation. While submitting, the author should declare as below and paste in the First page/title page/cover page file:

I declare that

(a) The material used for the preparation and submission of the manuscript for consideration for publication in Dr. SNMC Journal of Medical Sciences is drawn from my dissertation/thesis

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4. The contributors' / copyright transfer form which is duly signed by all the authors of the article has to be submitted as scanned copy. The decision on the article will not be taken until this is submitted. The hard copy shall be submitted as and when requested / demanded by the Editorial office.

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Manuscripts must be prepared in accordance with "Uniform requirements for Manuscripts submitted to Biomedical Journals" developed by the International Committee of Medical Journal Editors (Updated 2014). The uniform requirements and specific requirement of Dr. SNMC Journal of Medical Sciences are summarized below.

*Dr. SNMC Journal of Medical Sciences* accepts manuscripts written in English.

General guidelines:

- Author / institution / clinical trials registry details or identifiers should not be provided anywhere in the article file. Similarly, the supporting material such as figures or images should carefully be trimmed / cropped to avoid any author/institution/patient identifiers.

UK English should be used throughout the text [e.g., anaesthesia (NOT anesthesia), haemoglobin (NOT hemoglobin), programme (NOT program), haemodynamics (NOT hemodynamics), etc]

- Use only universally approved abbreviations (e.g., hour, minute, kilogram can be written as h, min, kg and NOT as hrs or hr, mts, kgs etc. Similarly, microgram should be expressed by the appropriate symbol ‘µg’ and should not be represented by mcg or in any other form.)

- Avoid starting a sentence with numerical. If it has to start with a number, write the numerical in words.

- Wherever single digit numbers are written in the write up, write in words and not in numbers unless the numbers are accompanied by units of measurement.

- All the points in the article should be written as running statement and should not be presented in bulleted / numbered format, except in review articles.
Types of manuscripts

Original Articles (Total number of words including References should be less than 3000)

These include original research work in all fields of medical sciences and bio-allied sciences. The article file should be accompanied by a structured abstract of no more than 250 words under the following headings: 1. Background and Aims 2. Methods (make a brief mention of statistical methods used) 3. Results and 4. Conclusion. The abstract should be followed by “MeSH” compatible 3-7 keywords (https://www.nlm.nih.gov/mesh). The abstract shall not contain references.

The main article file should be written under only the following four headings: Introduction, Methods, Results, Discussion and Conclusion.

Introduction: State the purpose and summarize the rationale for the study or observation. The introduction should describe in brief the background related to the study and also the need for carrying out the present study. Limit the number of references cited in the introduction to 4-6 only. Please include aims and objectives in introduction itself.

Methods: It should include and describe the following aspects (do not use the headings in the manuscript/article):

Ethics:

When reporting studies on human beings, indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) and with the Helsinki Declaration of 1975, as revised in 2013 (available at http://www.wma.net/en/30publications/10policies/b3/index.html). For prospective studies involving human participants, authors are expected to mention about approval of (regional/ national/ institutional or independent Ethics Committee or Review Board, obtaining informed consent from adult research participants and obtaining assent for children aged over 7 years participating in the trial. The age beyond which assent would be required could vary as per regional and/or national guidelines. Ensure confidentiality of subjects by desisting from mentioning participants’ names, initials or hospital numbers, especially in illustrative material. When reporting experiments on animals, indicate whether the institution’s or a national research council’s guide for, or any national law on the care and use of laboratory animals was followed.
Evidence for approval by a local Ethics Committee (for both human as well as animal studies) must be supplied by the authors on demand. Animal experimental procedures should be as humane as possible. The ethical standards of experiments must be in accordance with the guidelines provided by the CPCSEA and World Medical Association Declaration of Helsinki on Ethical Principles for Medical Research Involving Humans for studies involving experimental animals and human beings, respectively. The journal will not consider any paper which is ethically unacceptable. A statement on ethics committee permission and ethical practices must be included in all research articles under the ‘Methods’ section.

STUDY DESIGN:

The methods section should start out describing the nature of the study (randomized / blinded / prospective / retrospective, etc). Selection and Description of Participants: Describe your selection of the observational or experimental participants (patients or laboratory animals, including controls) clearly, including eligibility and exclusion criteria and a description of the source population. Technical information: Identify the methods, apparatus (give the manufacturer'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), dose(s), and route(s) of administration.

Reports of randomized clinical trials should present 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).

STATISTICS:

Start this section in a separate paragraph (without placing the heading “statistics”). Whenever possible quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Authors should report losses to observation (such as dropouts from a clinical trial). When data are summarized in the Results section, specify the statistical methods used to analyze them. 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. Specify the computer software used with the version/year. Use upper italics (P 0.048). For all P values include the exact value and not less than 0.05 or 0.001. P values are not needed for demographics routinely and are mentioned where study involves directly a correlation of study parameter with the demographics. Mean differences in continuous variables, proportions in categorical variables and relative risks including odds ratios and hazard ratios should be accompanied by their confidence intervals. Statistics related to sample size calculation and power estimation should be provided as the last paragraph in the methods section.

RESULTS:

Present your results in a logical sequence in the text, tables, and illustrations, giving the main or most important findings first. Do not repeat in the text all the data in the tables or illustrations; emphasize or summarize only important observations. Extra- or supplementary materials and technical detail can be placed in an appendix where it will be accessible but will not interrupt the flow of the text; alternatively, it can be published only in the electronic version of the journal. Restrict tables and figures to a total of 6 only (preferable to have most relevant tables and figures), needed to explain the argument of the paper and to assess its support. Use graphs as an alternative to tables with many entries; do not duplicate data in graphs and tables. The legends must be brief and relevant and the units of measurement must be clearly mentioned in tables and graphs, with the group names also mentioned in the same fashion as in the Methods section. While reporting results related to VAS score, it is better to categorize the score as mild (0-3), moderate (4-7) and severe (8-10) and analyse accordingly rather than reporting mean VAS scores in decimals (e.g., 3.45) because there is no such value as 3.45 (the VAS can either be 3 or 4). Similarly, while analyzing time, better to analyze in seconds or minutes (as applicable to a study) rather than as minutes or hours and then reporting the value in decimals (e.g., 3.7 min or 10.6 hours does not convey the meaning correctly; 60 seconds=one minute and 60 minutes= one hour, NOT 100 seconds and 100 minutes respectively).

DISCUSSION:

Include summary of key findings (primary outcome measures, secondary outcome measures, results as they relate to a prior hypothesis): Confounding variables, strengths and limitations of the study. Interpretation and implications in the context of the totality of evidence (is there a systematic review to refer to, if not, could one be reasonably done here and now?, what this study adds to the available evidence, any new possible mechanisms etc): Controversies raised by this study; and Future research
directions for this particular research collaboration, underlying mechanisms, clinical research etc. Do not repeat in detail data or other material given in the Introduction or the Results section. In particular, contributors should avoid making statements on economic benefits and costs unless their manuscript includes economic data and analyses. Avoid claiming priority and alluding to work that has not been completed. New hypotheses may be stated if needed, however they should be clearly labelled as such. These articles generally can have 6-8 authors, with correct details of their contribution entered in the first page / cover page file.

**Review Articles:** (Total number of words including References should be less than 3000)

It is expected that these articles would be written by individuals who have done substantial work on the subject or are considered experts in the field and their contribution is solicited by the editorial board. A short summary of the work done by the contributor(s) in the field of review should accompany the manuscript. The manuscript should have an unstructured Abstract (250 words) representing an accurate summary of the article. The section titles would depend upon the topic reviewed. The journal expects the contributors to give post-publication updates on the subject of review. The update should be brief, covering the advances in the field after the publication of the article and should be sent as a letter to editor, as and when major development occurs in the field. The number of images / figures / tables / graphs are to be limited to 4-6 only. They may be merged side by side when a change is intended to be shown. The legends must be brief and relevant and the units of measurement must be clearly mentioned in tables and graphs.

**Case reports:** (Total number of words including References should be less than 1500)

New, interesting and rare cases can be reported. They should be unique, describing a great challenge and providing a learning point for the readers. Cases with clinical significance or implications will be given priority. These communications should have the following headings: Abstract (unstructured), Key-words, Introduction, Case report, Discussion, Conclusion, References, Tables and Legends in that order. Please note that case reports are low priority articles. The number of images / figures / tables / graphs are to be limited to 2 only. They may be merged side by side when a change is intended to be shown. The legends must be brief and relevant and the units of measurement must be clearly mentioned in tables and graphs.
Brief communications (Total number of words including References should be less than 1000)

The manuscript should have the following headings: Introduction, Case report (for Case reports) (Methods and Results for Clinical investigations), Discussion, Conclusion, References, Tables and Legends in that order. The number of images/figures/tables/graphs are to be limited to 2 only. They may be merged side by side when a change is intended to be shown. The legends must be brief and relevant and the units of measurement must be clearly mentioned in tables and graphs. Please note that brief communications do not need an abstract.

Letter to the Editor: (Total number of words including References should be less than 1500)

These should be short and decisive observations. They can also be related to articles previously published in the Journal or views expressed in the journal. They should not be preliminary observations that need a later paper for validation.

Comments on Published Articles:

The comments, addressed to the Editor, should include reference of the published article, should be concise with critical comments to the point, with references in support. Maximum number of word count allowed is 250 with not more than 4 references, the first reference being that of the article being commented upon.

Response to Comments: The author is allowed to present his case/response to the observations made by the reader, in concise, with up to 250 words, with not more than 4 references, the first reference being that of the comments and the second, of the article being commented upon.

Other: Editorial, Guest Editorial and Commentary are solicited by the editorial board.

REFERENCES

References should be numbered consecutively in the order in which they are first mentioned in the text (not in alphabetic order). Identify references in text, tables, and legends by Arabic numerals in square bracket after the punctuation marks. References cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure. No references to be used in abstract and Conclusion/Summary. Use the style of the examples below, which are based on the formats used by the NLM in Index Medicus. The titles of journals should be abbreviated according to the style used in Index Medicus. Use complete name of the journal for non-indexed journals. Avoid using abstracts as references. Information from
manuscripts submitted but not accepted should be cited in the text as "unpublished observations" with written permission from the source. Avoid citing a "personal communication" unless it provides essential information not available from a public source, in which case the name of the person and date of communication should be cited in parentheses in the text.

The commonly cited types of references are shown here.

**Articles in Journals**


b. Standard journal article (for more than six authors): List the first six contributors followed by et al.


**Books and Other Monographs**


b. Editor(s), compiler(s) as author: Norman IJ, Redfern SJ, editors. Mental health care for elderly people. New York: Churchill Livingstone; 1996.

Electronic Sources as reference

Journal article on the Internet


Monograph on the Internet


Homepage/Web site


Part of a homepage/Web site


Tables

- Tables should be self-explanatory and should not duplicate textual material.
- Tables with more than 10 columns and 25 rows should be avoided.
- Number tables, in Arabic numerals, consecutively in the order of their first citation in the text and supply a brief title for each. Place explanatory matter in footnotes, not in the heading.
- Explain in footnotes all non-standard abbreviations that are used in each table.
- Obtain permission for all fully borrowed, adapted, and modified tables and provide a credit line in the footnote.
- For footnotes use the following symbols, in this sequence: *, †, ‡, §, ¶, ††, ‡‡, ‡‡‡
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- Upload the images in JPEG format. The file size should be within 2 MB in size while uploading.
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- Labels, numbers, and symbols should be clear and of uniform size. The lettering for figures should be large enough to be legible after reduction to fit the width of a printed column.
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- Author for correspondence, with e-mail address and mobile number provided
- Number of contributors restricted as per the instructions. If authors are more then a proper justification have been provided.
- Identity not revealed in paper except title page (e.g. name of the institute in Methods, citing previous study as 'our study', names on figure labels, name of institute in photographs, etc.)

Presentation and format

- Double spacing, No.12 Times New Roman
- Margins 1.5 cm from all four sides
- Page numbers included at bottom
- Title page contains all the desired information
- Running title provided (not more than 50 characters)
- Abstract page contains the full title of the manuscript
- Abstract provided (structured/unstructured abstract of 250 words for original articles, unstructured abstracts of about 150 words for all other manuscripts excluding brief communications and letters to the Editor)
- Key words provided (three or more)
- Introduction of 75-100 words
- Headings in title case (Capitalize each word)
- The references cited in the text should be after punctuation marks, in square bracket.
- References according to the journal's instructions, punctuation marks checked
Language and grammar

- Proper English with no grammatical mistakes
- Write the full term for each abbreviation at its first use in the title, abstract, keywords and text separately unless it is a standard unit of measure. Numerals from 1 to 10 spelt out
- Numerals at the beginning of the sentence spelt out
- Check the manuscript for spelling, grammar and punctuation errors. Language and grammar check may be performed using option in MS word or with professional help
- If a brand name is cited, supply the manufacturer's name and address (city and state/country).
- Species names should be in italics

Tables and figures

- No repetition of data in tables and graphs and in text
- Actual numbers from which graphs drawn, provided
- Figures necessary and of good quality (colour)
- Table and figure numbers in Arabic letters (not Roman)
- Labels pasted on back of the photographs (no names written)
- Figure legends provided (not more than 40 words)
- Patients' privacy maintained (if not permission taken)
- Credit note for borrowed figures/tables provided
- Write the full term for each abbreviation used in the table as a footnote