

# Information for the Contributors

The EMC Journal welcomes the submission of manuscripts that meet the general criteria of significance and scientific excellence. The Editorial Board of the EMC Journal agrees to accept manuscripts prepared in accordance with the “Uniform Requirements submitted to the Biomedical Journals” published in the New England Journal of Medicine in 1991 (N Engl J Med. 1991; 324: 424-8).

## Editorial Scope

- The submitted manuscripts should not be previously published or considered for publication elsewhere.
- All submitted articles undergo double blind peer review as per recommendations by subject specific experts selected by editors.
- Reviewed manuscripts will be sent to the corresponding author for appropriate response if it is indicated.
- Acceptance is based on significance, originality, clarity and fulfillment of the criteria of the publication policy of EMC Journal.
- All the final decisions regarding the acceptance of the submitted manuscript is taken by the Editor-in-Chief of EMC Journal.
- Selection of the reviewed & accepted manuscripts intended for publication in a particular issue is decided by the Editorial Board.
- Rejected manuscript is not returned, but the principal/ corresponding author is informed of rejection of the article.
- Article must be within 5 years of research work.
- Too much large volume manuscript will not be accepted for publication.
- Upon acceptance for publication the copyright of the manuscript automatically transfers to the authority of EMC Journal & will not be published elsewhere either in part or whole without written permission of the copyright holder.
- The review article should be written by a subject expert.

## Ethical Aspects

- The ethical aspect of the study is very carefully considered at the time of assessment of the manuscript.
- Any manuscript that includes table, illustration or photography that have been published earlier should accompany a letter of permission for republication from the author(s) of the publication and editor/ publisher of the journal where it was published earlier.
- Permission of the patients and/ or their families to reproduce photographs of the patients where identity is not disguised should be sent with the

manuscript. Otherwise, the identity of study subject will be blackened out.

## Article Types

Five types of manuscripts may be submitted:

**Editorials:** It should be preferably written by invited Persons only and usually covers a single current topic of medical science with any disciplines.

**Original Articles:** These should describe new and carefully confirmed findings. The experimental procedures should be given in sufficient detail for others to verify the work. The length of a full original manuscript should be the minimum required to describe and interpret the work clearly. Number of references should not be less than 20.

**Short Communications:** A short communication is suitable for recording the results of complete small investigations or giving details of new models or hypothesis, innovative methods, techniques, images in clinical practice, letter to editors, short reports or apparatus. The style of main sections need not conform to that of original article. Short communications are 2 to 4 printed pages (about 6 to 12 manuscript pages) in length. Number of references should not be less than 10.

**Reviews:** Submissions of reviews & perspectives covering topics of current interest are welcome & encouraged. Review articles should be concise & no longer than 4 to 6 printed pages (about 12 to 18 manuscript pages). It should be focused & must be up to date. Reviews are also peer-reviewed. Number of references should not be less than 30.

**Case Reports:** This should cover uncommon and/ or interesting cases with appropriate confirmation process. Number of references should not be less than 15.

## Review Process

All manuscripts are initially screened by editor & sent to selective reviewer. Decisions will be made as rapidly as possible, and EMC Journal strives to return peer-reviewer's comments to authors within 4 weeks. The EMC Journal Editorial Board will re-review manuscripts that are accepted pending revision. The Editorial Board will try to publish the manuscript as early as possible fulfilling all the rigorous standards that Journal needs (Coding and decoding process is maintained).

## Manuscript Submission Guidelines

The authors are requested to strictly follow the guidelines below for submission of manuscript to EMC Journal for publication. The following documents with manuscripts are to be submitted for publication:

- A cover letter addressed to the Editor-in-Chief of the EMC Journal.

- A title page.
- Abstract and keywords in the first page followed by the text, prepared in the form of IMRAD.
- Authors must submit two hard copies of all documents and one copy in electronic form composed of Microsoft Word file preferably copied in a CD or USB Drive with adequate labelling. Pdf file is not accepted.
- Submission through E-mail with file attachment of all documents is welcome also.

#### **Authors can submit manuscript by email attachment to**

Prof. Dr. Md. Zakirul Islam,  
Editor, Eastern Medical College Journal.  
Professor & Head, Department of Pharmacology  
& Therapeutics, Eastern Medical College, Kabila,  
Cumilla, Bangladesh.  
Email: zakirulislamcom7@gmail.com

#### **Covering Letter**

- All authors must sign after seeing the manuscript with the statement that they are the only authors.
- The corresponding author should mention the contribution of each author to the work.
- It should contain a declaration that this manuscript has not been submitted elsewhere or not under consideration in any Journal.
- It should clearly indicate the publication type (Original article/ Review article/ Case report/ Letter to the Editor, etc.)
- It also should mention the expected benefit of Medical Science from the publishing of this article.

#### **Manuscript Organization**

##### **Typing**

- Double spaced throughout with justified and 2.5 cm margins in MS Word.
- The font type is Times New Roman with size 12.
- Printed on good quality A4 80 gm paper and on one side of the paper.
- The manuscript should have uniform style, correct journal format, carefully proofread for grammar, spelling & punctuation.

##### **Manuscript format**

In general, the original article should be divided into following sections: Title page, Abstract, Body text, Tables with titles and footnotes, Graph with title, Illustrations with legends, Acknowledgement and References. Each section should be started on a separate page. Pages should be numbered consecutively beginning from the abstract.

##### **Title page**

- Title of the article (precise & specific).
- Names of all the authors with their designation and institutional affiliations.

- Name of the department and institute where the study was undertaken.
- Name of the corresponding author with contact address, contact number and E-mail address.
- Disclosure of conflict of interest if any.
- Number of Tables given.
- Number of Figures given.
- Word count of Abstract and Body text.

#### **Abstract**

- Structured abstract should consist of background with objectives, materials & methods, key results and principal conclusion.
- Preferably within 250 words.
- Avoid abbreviations in the title and references in abstract.
- Below the abstract, 3-5 appropriate keywords relevant to the article should be mentioned.

#### **Body Text**

Body text should be arranged into: Introduction, Materials & Methods, Results, Discussions & Limitations, Conclusion with Recommendations, Acknowledgement and References.

#### **Introduction**

- Statement of the problem with a short discussion of its importance and significance.
- Review of the literature related to the problem with pertinent references.
- Objectives/ hypothesis/ benefits expected stated in 1-2 paragraph.

#### **Materials and Methods**

- Study type, place, and period.
- Description of study variables.
- Description of study subjects and grouping.
- Selection criteria for the study subjects.
- Approval of the study involving human subjects by institutional ethical review committee and statement of patient consent.
- Description of procedure, methods, apparatus, drugs or chemicals as applicable.
- Statistical methods to analyze and summarize data must be specified. Clearly mention the name of the statistical software.

#### **Results**

- Present results in logical sequence in text, table, and illustration with most important finding first.
- Result should be described without any comment.
- Restriction of number of tables and figures needed to support assessment of paper.
- Result data should not be duplicated in the table and the figure.

#### **Table**

- Appropriate self-explanatory with brief title, not duplicated in text.

- Each table should be numbered in Roman's numerals (I, II) and printed in separate pages.
- Explain all non-standard abbreviations in footnotes and use these symbols (\*, \*\*, †, ††).

### Illustration/Figure

- All illustrations must be numbered consecutively in Arabic numerals (1, 2).
- Submit a print photograph of each illustration along with its electronic file.
- Figure number, title of manuscript, name of the corresponding author & arrow indicating top should be written on a sticky label affixed on the back of each.
- Scanned picture, graph, chart with title and figure number should be printed on separate pages and its original data presentation file should be submitted through the CD/ USB drive/ Email along with text.

### Legend

- Legends or captions for figures should be listed on a separate page with double spaced.
- Photomicrographs should indicate magnification, internal scale, and method of staining.
- All drugs should be used by generic form. The commercial name may be used in parenthesis.

### Discussion

- Compare the positive and negative findings from the results and statistical analysis of the study with the related article and properly cite it in the reference section.
- Give emphasis on the new and important aspects of the study and the conclusions that follow from them in the context of the totality of the best available evidence.
- Avoid the repetition of the details of the data or other information given in the Introduction or the Results section of the article.
- It is useful to begin discussion for experimental studies by briefly summarizing the main findings, then explore possible mechanisms or explanations for these findings, compare the results with other relevant studies.
- State the limitations of the study and explore implications of the findings for future research and for clinical practice.

### Conclusion

- Conclusions should be short and linked with the goals of the study.
- Particularly avoid making statements on economic benefits and costs unless the manuscript includes the appropriate economic data and analyses. Avoid claiming priority or alluding to work that has not been completed.
- Any recommendations for the future research.

### Acknowledgement

Individuals, institutions, sponsors, organizations, or bodies can be acknowledged in the article for their contribution or financial or any form of assistance to the work but not justifying authorship.

### References

- For reference writing, use the author number style (Vancouver) which is based on an ANSI standard adapted by the US National Library of Medicine.
- References should be numbered consecutively in the order in which they are first mentioned in the text.
- Identify references in the text, tables and legends by Arabic numerals in superscript (eg<sup>1,2</sup>).
- All citations to electronic references should be presented in numbered references following text.
- The titles of the Journals should be abbreviated according to the style used in Index Medicus.
- Write names of six authors followed by et al. if authors' number is more than six.
- Authors requested to use recent study references.
- Authors must check references against original sources for accurate information.

### Example

**Standard Journal article:** Khalil M, Chowdhury MAI, Rahman H, Mannan S, Sultana SZ, Rahman MM, et al. Splenic Mass and its relation to age, sex, and height of the individual in Bangladesh people. J Bangladesh Soc Physiol. 2008; 3 (1): 71-8.

**Journal article with organization as author:** American diabetes Association diabetes update. Nursing, 2003 Nov; Suppl: 19-20.

**Article with multiple organization as author:** American Dietetic association; Dietitians of Canada. Position of Dietetic association and Dietitians of Canada: nutrition and women's health. J Am Diet Assoc. 2004; 104 (6): 984-1001.

**Book:** Fauci AS, Lane HC. Human immunodeficiency virus disease: AIDS and related disorders. In: Kasper DL, Fauci AS, Longo DL, Braunwald E, Hauser SL, Jameson JL, Editors. Harrison's principles of internal medicine, 17th ed., volume 1. USA: Mc Grow Hill Companies; 2005. pp 1076-98.

**Website & Online Journal Article:** Simon J. Polycystic ovary syndrome. Available at: [https://en.wikipedia.org/wiki/Polycystic\\_ovary\\_syndrome](https://en.wikipedia.org/wiki/Polycystic_ovary_syndrome) [Accessed on August 12, 2015]

**Guidelines:** WHO, South Asian regional consultation on monitoring and evaluation of maternal and neonatal health: Guidelines for investigating maternal mortality. Bangkok: World Health Organization, 2002.