

Information for the Contributors

The Journal welcomes the submission of manuscripts that meet the general criteria of significance and scientific excellence. The Editorial Committee of the Journal agrees to accept manuscripts prepared in accordance with the "Uniform Requirements submitted to the Biomedical Journals" published in the N Engl J Med 1991; 324: 424-8.

Editorial Scope:

- Submitted manuscripts should not be previously published or being considered for publication elsewhere.
- All submitted articles will 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 & fulfillment of the criteria of the publication policy of this journal.
- The Editor-in-Chief will take all final decisions regarding acceptance.
- Selection of the reviewed & accepted manuscripts intended for publication in a particular issue will be decided by Editorial Board.
- Rejected manuscript will be returned if accompanied by stamped or self-addressed envelope.
- Upon acceptance for publication the copy right of the paper automatically transfers to the authority of Eastern Medical College Journal (EMCJ) & will not be published elsewhere either in part or whole without written permission of the copyright holder.
- Review article should be written by a subject expert.

Ethical aspects:

- Ethical aspect of the study will be 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 & editor/publisher of the Journal where it was published earlier.
- Permission of the patients &/or their families to reproduce photographs of the patients where identity is not disguised should be sent with the manuscript. Otherwise the identity will be blackened out.

Article Types:

Five types of manuscripts may be submitted:

Editorials: It will be preferably written by invited Persons only & usually covers a single topic of contemporary interest.

Original Articles: These should describe new and carefully confirmed findings, and experimental procedures should be given in sufficient detail for others to verify the work. The length of a full paper should be the minimum required to describe and interpret the work clearly.

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.

Reviews: Submissions of reviews & perspectives covering topics of current interest are welcome & encouraged. Reviews 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.

Case Reports: This should cover uncommon &/or interesting cases with appropriate confirmation process.

Review process:

All manuscripts are initially screened by editor & sent to selective reviewer. Decisions will be made as rapidly as possible & the Journal strives to return reviewer's comments to authors within 3 weeks. The Editorial Board will re-review manuscripts that are accepted pending revision. The EMC Journal Editorial Board will try to publish the manuscript as early as possible fulfilling all the rigorous standard Journal needs (Coding and decoding process will be maintained).

Manuscript submission:

The authors are requested to strictly follow the guide lines below for submission of manuscript to EMCJ for publication. The following documents with manuscripts are to be submitted for publication:

- A covering letter addressed to the Editor-in-Chief of the Journal.
- A Title page.
- Abstract & keywords in the first page followed by the text, prepared in the form of IMRAD.
- Authors must submit two hard copies of all documents & one copy in electronic form preferably written in a CD with adequate labeling.

- In special case, submission through E-mail with file attachment of all documents is welcome.

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 publishing of this article.

Authors are requested to submit manuscript & correspondence to:

Dr. Md. Zakirul Islam,
Executive Editor, EMC Journal.
Associate Professor and Head, Department of
Pharmacology & Therapeutics,
Eastern Medical College, Kabila, Comilla,
Bangladesh.
Mobile: +8801818317715, +8801919317715
Email: zakirulislamcom7@gmail.com

Manuscript Organization:

Typing:

- Double spaced throughout with justified & 2.5 cm margins.
- Font type is Times New Roman with size 12.
- Printed on a good quality A4 80gm on one side of the paper.
- Manuscript should have uniform style, correct journal format, carefully proof read for grammar, spelling & punctuation.

Manuscript format:

In general, original article should be divided into following sections: Title page, Abstract, Text, Tables with titles & foot notes, 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.
- Names of all the authors with their designation & institutional affiliations.
- Name of the department & institute where the study was undertaken.
- Name of the corresponding author with contact address, telephone/ mobile number, and Email address.
- Disclosure of conflict of interest if any.
- Number of Tables given.

- Number of Figures given.
- Word count of Abstract.

Abstract:

- Summary in a single paragraph or Structured with headings.
- Authors name should not be given.
- Preferably within about 250 words.
- Avoid abbreviations in the title & abstract except standard abbreviation.

Text:

Text should be arranged into following sections: Introduction, Methods, Results, Discussions, Limitations and Recommendation, Conclusion, 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.

Methods:

- Study type, place and period.
- Description of study variables.
- Description of study subjects and grouping.
- Selection criteria.
- Approval of the study involving human subjects by ethical review committee and description of the ethical aspects prior to publication.
- Description of procedure, methods, apparatus, drugs or chemicals as applicable.
- Description of statistical procedure with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results.

Results:

- Present result in logical sequence in text, table and illustration with most important finding first.
- Describe without comment.
- Restrict number of table and figure needed to support assessment of paper.
- Do not duplicate data in table and figure.

Table:

- Appropriate self-explanatory with brief title, not duplicate in text.
- Each table should be numbered in Romans and printed in separate pages.

Illustration:

- All illustrations must be numbered consecutively in Arabic numerals as they appear in the text.
- Submit print photograph of each illustration along with its electronic file.

- Figure number, title of manuscript, name of the corresponding author and 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 page and its original data presentation file should be inserted in the CD along with text.

Legend:

- Must be typed in a separate sheet of paper.
- Photomicrograph should indicate the magnification, internal scale and the method of staining.
- All drugs should be mentioned in their 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 emphasize 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 in detail 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 and contrast the results with other relevant studies, state the limitations of the study, and explore the implications of the findings for future research and for clinical practice.

Conclusion:

- Conclusions should be short and linked with the goals of the study but avoid unqualified statements and conclusions not adequately supported by the data.
- 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.
- State new hypotheses when warranted, but label them clearly as such.

Acknowledgement:

Individuals, institution, sponsor, organization or bodies can be acknowledged in the article for their contribution or financial or any form of assistance to the work.

References:

- For reference, use author number style (Vancouver) which is based on an ANSI standard adapted by the National Library of Medicine (NLM).
- 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.
- All citations to electronic references should be presented in numbered references following the text.
- The titles of the Journals should be abbreviated according to the style used in Index Medicus.
- Write names of 6 authors followed by et al. if authors' number is more than six.
- The reference list is not usually checked by the editorial staff or reviewer. It is the total responsibility of author to provide 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.

Journal 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, Eds. *Harrison's principles of internal medicine*, 17th ed., volume 1. USA: Mc Grow Hill Companies; 2005. p 1076-98.

Website & Online Journal Article:

Simon J. Polycystic ovary syndrome. Available at: 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.