**Author Guidelines**

**INFORMATION FOR AUTHORS**

**Authors** will have to register on [https://journal.smdc.edu.pk/](https://journal.smdc.edu.pk)  to submit their manuscript.

**There is no article submission, processing and publication fee.**

Manuscriptssubmitted in the Journal of Shalamar Medical & Dental College (JSHMDC) will be considered if neither the article nor any of its contents have been submitted /published in any other journal.

**Undertaking**: Authors must upload an undertaking signed by all the authors with paper submission, Conflicts of Interest Declaration and Author Agreement Form is available on author’s dashboard.

**Authorship:**

Authors must provide a final list of authors with their current affiliations, contact numbers and E-mail addresses on the manuscript at the time of submission, ensuring the correct sequence of the names of authors, which will not be considered for any addition, deletion, or rearrangement of authors after final submission of the manuscript.
Authors should meet all the four criteria for authorship as recommended by [International Committee of Medical Journal Editors (ICMJE).](http://www.icmje.org/)

An "author" is generally someone, who has made substantive intellectual contributions to the study. Authorship credit should be based on:

* Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
* Drafting the work or revising it critically for important intellectual content; AND
* Final approval of the version to be published; AND
* Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

**Plagiarism Policy:**

Plagiarism is the "stealing or misuse of scholarly property and the significant copying of someone else’s work". Plagiarism is, when large portions of text have been copied and pasted without proper and unequivocal acknowledgement/attribution. All the submitted manuscripts are checked for plagiarism through software Turnitin following the criteria/guidelines defined by HEC & IJCME. The similarity index should be less than 19%. If the similarity index is more than 19%, the manuscript is not processed further until revised by the author. If a plagiarized manuscript is submitted multiple times, it is rejected from further processing.

**Review Policy:**

The initial screening of the paper will be done. The review process will only be initiated if the initial screening is satisfactory. The authors can suggest reviewers themselves. The reviewers must be mentioned with their affiliation and contact details in the cover letter. The reviewers are given 3 weeks to review the paper. If review not received after three weeks, a reminder is sent to the reviewer. On receipt of comments, reviewer's comments are communicated to the author. The author will be given 2 weeks to incorporate the reviewers’ comments in the revised manuscript. The article will be declined if no response is received (after two reminders) from the corresponding author concerned. The revised version of the article is checked for incorporation of suggested changes. A period of 2-4 months is set to finalize the process and if approved, letter of acceptance is issued to the author.

**Research & Publication Ethics Policy:**

Please refer to the [research and publications ethics policy](https://journal.smdc.edu.pk/index.php/journal/Research_Ethics) before submission of research work.

**Conflict of interest:** The authors must state any ‘Conflict of Interest’ in the manuscript or on a Conflict of Interest form, which can be downloaded from the author’s dashboard.

 **Title Page:** The title should not be too short or too long. It should communicate the real idea of the research to the reader. The title length should be less than 250 characters.

* ***Authors names & Affiliation***
* ***Corresponding author detail***

**Guidelines for Original Article:**

The word count for the text only (excluding abstract, acknowledgments, legends of tables and figures, and references) should be less than 3000 words. The original research article should be prepared under the following sections:

**Abstract:** Abstract must not contain more than 250 words. Use of abbreviations should be minimized and references not to be quoted in the abstract. The abstract must be structured under the following headings:

* ***Background*:** It should explain the background of the study, a summary of the existing literature; give the importance or contribution of the study to existing knowledge, its aims, and objectives.
* ***Methods:*** How the study was performed and statistical tests used.
* ***Results:*** The main findings.
* ***Conclusions:*** It must be clearly stated in the end.
* ***Keywords****:* Three to ten MeSH (Medical Subject Headings) keywords  reflecting the main content of the article should be given at end of the abstract.

 **Introduction:**

It should address background of the study and relevant existing literature with references, justify the importance of the study, how this study will contribute to the field and in the end clearly mention its aims and objectives.

**Methods:**

The methods should include:

* Study design, duration, date, setting and sample size of the study.
* Reference of the article that was used for sample size calculation.
* Total number and characteristics of study population or description of materials used.
* Consent to participate in the study
* Approval from Ethical / Institutional Review Board
* Inclusion and exclusion criteria.
* Detail of data collection, all procedures and intervention. Generic names of the drug used in research should be used and mention the brand name in parentheses.
* Provide details of statistical analysis carried out for the study. Specify the level of significance used in statistical analysis.

**Results:**

Clearly state the findings of the study based on statistical analysis; subheadings may be used to describe the results. Avoid duplication of results in text, and Table, and Figures.

**Tables and Illustrations / Figures:**

* There should be no more than four tables or illustrations
* Tables and figures must have a title, should be on separate page.
* Tables submitted as photographs will not be accepted.
* Photographs of patients if used, must be with written permission.
* All photographs should be very clear, sharp, glossy and of 5 x 7 inches in size.
* Figures must in JPEG, GIF format
* Results given in tables must not be duplicated in figures and vice versa.
* Figures and tables should be numbered according to the order in which they have been mentioned in the result section.
* Titles for figures/images/tables should be single spaced.

**Discussion:**

There must be discussion of the important findings in perspective of existing knowledge with references. Discussion of results with national & international literature, discussion must be two third of "Introduction" section and must have two third of total references. Limitations of the study if any must be mentioned at the end of discussion.

**Conclusions:**

Clearly state the main conclusions and mention the importance of the study reported.

**Acknowledgments:**

o   All contributors must be mentioned in acknowledgments, such as a person who provided general support and material for the research. Financial support should also be acknowledged.

* Persons who reviewed the study proposal critically, collected data and took care of the study patients.

**Source of funding:**

Authors must declare the source of funding.

**Authors contributions:**

Contributions by all the authors should be mentioned and it should be according to [**ICMJE**](https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html) guidelines

**References:**

o   References should be on a separate page.

o   The number of references in an Original Article must not be more than 25

o   The references must be written in **Vancouver style**

o   References must be single-spaced. more than 60% references should be within last five years.

o   If the authors are six or fewer list all authors, if more than six, list the first six followed by ‘*et al’*.

**Following are examples of reference citation:**

o   **Journal Article**: Shahid A, Lone KP, Saeed S, Arslan M. Male offspring of both diabetic parents have higher insulin resistance and serum leptin levels compared to those with one diabetic parent. Hormones(Athens) 2008; 7:313–19.

o   **Article within a journal by DOI**
Slifka MK, Whitton JL. Clinical implications of dysregulated cytokine production. Dig J Mol Med. 2000; doi:10.1007/s801090000086.

o   **Article within a journal supplement**
Frumin AM, Nussbaum J, Esposito M. Functional asplenia: demonstration of splenic activity by bone marrow scan. Blood 1979; 59 Suppl 1:26-32.

o   **Books**: Polit DF, Hungler BP. Nursing research principles and methods. 6th ed. Philadelphia: Lippincott Williams & Wilkins; 1999.

o   **Chapter in Book**: Buse JB, Polonsky KS, Burant CF. Type 2 diabetes mellitus. In: Larsen PR, Kronenberg HM, Melmed S, Polonsky KS (eds). Williams Text Book of Endocrinology 2003; pp 1427-1467. Saunders, Philadelphia, PA.

o   **Online database**
Healthwise Knowledgebase. US Pharmacopeia, Rockville. 1998. http://www.healthwise.org. Accessed 21 Sept 1998.

**Case Report:**

* Clinical experience, and short case reports may be submitted.
* It must contain < 10 references.
* Two or less than two tables or illustrations.
* The report must contain some new clinical experience or new information.
* Word count (excluding abstract, acknowledgments, legends of tables and figures and references) should be < 1500 words
* Case report should be structured under the following headings:

o   ***Title:***

o   ***Abstract:*** (it should be unstructured having background, case presentation, conclusion, 3-10 keywords, word count must not be more than 250 words).

o  ***Introduction:***It must contain summary of the existing literature.

o   ***Case presentation:***It must include detail of the patient’s related demographic information, medical history, sign and symptoms, treatment given or any procedure done, outcomes and any other significant details.

o   ***Discussion, conclusion and References***

**Review Articles, Short Communication, Editorial and Letter to Editor,** can also be submitted.

**Review Article:** The text of review article should be between 2500-3000 words. it must have unstructured abstract of < 250 words

The number of references in review articles must not be more than 80.

**Editorial**:  Word count should be < 1000 words, having a unstructured abstract of about 150 words. The number of references in editorial must not be more than 8.

**Letter to Editor**:  It should normally not exceed 400 words, with not more than 5 references and be signed by all the authors-maximum 3 are allowed. Preference is given to those that take up points made in contributions published recently in the journal. Letters may be published with a response from the author of the article being discussed. Discussions beyond the initial letter and response will not be entertained for publication. Letters to the editor may be sent for peer review if they report a scientific data. Editorials are written upon invitation.

**Short Communication:** Word count should be < 1000 - 1200 words, having unstructured abstract of about 150 words with two tables or illustrations and not more than 6 references.

Three to ten key words should be given for all the category of manuscripts under the abstracts as per mesh [medical subject heading].

**Commentary:** Word count should be less than 1500 words and no more than 15 references.

 **Review and Processing Protocol**: An acknowledgment is sent on receipt of the manuscript. The manuscripts are checked by the editors and then sent for peer review. The reviewer’s comments are then communicated to the corresponding author. After correction/revision by the authors, acceptance letter for accepted article is issued, and the article is placed in queue for printing.

**CHECK LIST:**

Manuscripts submitted must contain the following information:

* Approval of the project by ‘Institutional Research & Ethical Board’.
* Conflict of Interest
* Consent to participate in the study
* Acknowledgments

[**Email:**](https://journal.smdc.edu.pk/Author%20Guidelines.docx) **jsmdc@sihs.org.pk**