AUTHORS GUIDELINE

INTRODUCTION

In publication since 1963, the Journal of Nepal Medical Association (JNMA) is an internationally peer reviewed, open access quarterly biomedical journal. It is the official journal of the Nepal Medical Association.

The JNMA works under the belief that knowledge gained through scientific research and scientific advances should be shared and made universally accessible. Hence, it grants readers permission to read, download, copy, distribute, print, search and create links to the full text articles available online at www.jnma.com.np without any charge. Thereby, it also aims to increase the visibility and ease of use of open access scientific and scholarly articles so as to promote their increased usage and impact.

It publishes research based articles from the field of biomedical sciences including basic sciences and clinical disciplines, public health, health care management, ethical and social issues pertaining to health care. Preference is given to clinically oriented applied research, trials over animal studies.

Articles are published under the following categories: Original Article, Review Article, Case Report, Short Communication, Perspectives. The Editorial, Guest Editorial and Letter to the Editor are solicited by the editorial board.

Authors do not have to pay for submission, processing or publication of articles in JNMA.

THE EDITORIAL PROCESS

The submitted manuscripts are duly acknowledged and initially reviewed for possible publication by the editors with the understanding that they are being submitted only to the JNMA, have not been published, simultaneously submitted or accepted for publication elsewhere. On an average, 30-40% of the manuscripts with insufficient originality or significant message, serious scientific and technical flaws are rejected. In case of a good article that has been written poorly, the authors are asked to resubmit after revision.

The manuscripts are then sent to two expert peer reviewers blinded to the contributor’s identity and vice versa for meticulous review, inputs and comments. The final decision on whether to accept or reject the article is taken by the editorial board based on the peer reviewer’s comments. The contributor’s are informed about the rejection/acceptance of the manuscript with the peer reviewer’s comments. Accepted articles have to be resubmitted after making the necessary changes or clarifying questions made during the peer review process.

The accepted articles are edited for grammatical, punctuation, print style and format errors and page proofs and are sent to the corresponding author who should return them within three days. Non response to galley proof may result in delay in publication or even rejection of the article.

INSTRUCTIONS TO AUTHORS

Manuscripts must be prepared in accordance with “Uniform requirements for Manuscripts submitted to Biomedical Journals” developed by the International Committee of Medical Journal Editors (October 2006). The uniform requirements and specific requirement of JNMA are summarized below. Before sending a manuscript authors are requested to check for the latest instructions available. Instructions are also available from the website of the journal (www.jnma.com.np).

Types of manuscript and word limits

- **Original Article:** Randomised controlled trials, interventional studies, studies of screening and diagnostic test, outcome studies, cost effectiveness analyses, case-control series and surveys with high response rate. Up to 2500 words excluding references (up to 30) and abstract (up to 250 words).

- **Review Article:** Systemic critical assessments of literature and data sources. Up to 3000 words excluding references (>50 and <100) and abstract (250 words).

- **Case Report:** new/interesting/very rare cases with clinical significance or implications can be reported. Up to 1000 words excluding references (up to 10) and abstract (up to 100 words), up to three photographs.

- **View Point:** These articles are personal views and allow you to express your own point of view on any issues relevant to health. We like these to include controversial subjects. Up to 800 words excluding reference (up to 5-8).

- **Letter to the Editor:** Should be short, decisive observation. They should not be preliminary observations that need a later paper for validation. Up to 400 words and 5 references.
Limit for number of images and tables: for all the above-mentioned categories, the number of images and tables should not be more than one per 500 words.

MANUSCRIPT SUBMISSION

Manuscripts must be submitted in clear, concise English. Please submit: a mandatory electronic copy through email; three copies of the manuscript and original figures; Forwarding, Authorship and Declaration letters (sample is available in the JNMA website); a Compact disc (CD) along with the hard copies. Signed consents must be given by all authors for publication in a letter sent with the manuscript. The manuscripts should be sent to:

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MANUSCRIPT PREPARATION

All manuscripts should adhere to the JNMA format. The manuscript must be typed double-spaced on one side of an A4 size white paper with Arial Font (size 12). A minimum of 25 mm margins should be present. The pages should be numbered consecutively beginning from the title page. Numbers should be written at the top right.

INTRODUCTION

Provide a context or background for the study (that is, the nature of the problem and its significance). State the specific purpose or research objective of, or hypothesis tested by, the study or observation; the research objective is often more sharply focused when stated as a question. Both the main and secondary objectives should be clear, and any prespecified subgroup analyses should be described. Provide only directly pertinent references, and do not include data or conclusions from the work being reported.

METHODS

The Methods section should contain study design, duration and place of study, ethical approval, patient consent (inclusion and exclusion criteria), sampling, statistical analysis and software used.

This section should only include information that was available at the time the study was planned or protocol written; all information obtained during the conduct of the study belongs to the results section.

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. Because the relevance of such variables as age and sex to the object of research is not always clear, authors should explain their use when they are included in a study report; for example, authors should explain why only subjects of certain ages were included or why women were excluded. The guiding principle should be clear about how and why a study was done in a particular way. When authors use variables such as race or ethnicity, they should define how they measured the variables and justify their relevance.

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Note: Authors submitting review article should include a section describing the methods used for locating, selecting, extracting, and synthesizing data. These methods should also be summarized in the abstract.

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When reporting studies on human, 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 2000 (available at http://www.wma.net/e/policy/17-c_e.html). Do not use patients’ 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.
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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 and the details of anesthetics and analgesics used should be clearly stated. The ethical standards of experiments must be in accordance with the guidelines provided by the CPCSEA (animal) and ICMR (human). 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 ‘Materials and Methods’ section.

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### RESULTS

Present your results in logical sequence in the text, tables, and illustrations, giving the main or most important findings first. Do not repeat all the data in the tables or illustrations in the text; emphasize or summarize only the most important observations. Extra or supplementary materials and technical detail can be placed in an appendix where they will be accessible but will not interrupt the flow of the text, or they can be published solely in the electronic version of the journal.

When data are summarized in the Results section, give numeric results not only as derivatives (for example, percentages) but also as the absolute numbers from which the derivatives were calculated, and specify the statistical methods used to analyze them. Restrict tables and figures to those needed to explain the argument of the paper and to assess supporting data. Use graphs as an alternative to tables with many entries; do not duplicate data in graphs and tables. Avoid nontechnical uses of technical terms in statistics, such as “random” (which implies a randomizing device), “normal,” “significant,” “correlations,” and “sample.”

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Emphasize the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other information given in the Introduction or the Results section. For experimental studies, it is useful to begin the discussion by summarizing briefly 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.

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Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not adequately supported by the data. In particular, 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.

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