

# INSTRUCTIONS TO AUTHORS

The JDUHS agrees to accept manuscripts prepared in accordance with the "Uniform Requirements submitted to the Biomedical Journals" published in the British Medical Journal 1991; 302:334-41. Revised February, 2006.

## INSTRUCTIONS TO AUTHORS

All materials submitted for publication should be sent exclusively to the Journal of the Dow University of Health Sciences. Work that has already been reported in a published paper or described in a paper sent or accepted elsewhere for publication should not be submitted. However, a complete report following publication of a preliminary report, usually in the form of an abstract, or a paper that has been presented at a scientific meeting, if not published in full in a proceeding or similar publication, may be submitted. Press reports of meetings will not be considered as breach of this rule, but such reports should not be amplified by additional data or copies of tables and illustrations. In case of doubt, a copy of the published material should be included with a manuscript to help the editors decide how to deal with the matter. Dissertation or thesis-based articles should be reformatted according to the instructions to authors.

## ETHICAL CONSIDERATIONS

### Human Studies

All those studies, which include human subjects, their samples, written informed consent is mandatory, and all experiments and clinical investigations must be conducted according to the ethical standards given in the Declaration of Helsinki of 1975, as revised in year 2008.

All papers submitted to JDUHS should contain a statement in the Materials and Methods section of the manuscript that:

*"All procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2008. Informed consent was obtained from all patients for being included in the study."*

### Animals Studies

For all animal studies the following statements should be mentioned in the Material and Method section "All institutional and national guidelines for the care and use of laboratory animals were followed. All research work has been performed in accordance with the standard code of ethics for animal experiments as described at [http://ec.europa.eu/environment/chemicals/lab\\_animals/legislation\\_en.htm](http://ec.europa.eu/environment/chemicals/lab_animals/legislation_en.htm)"

If tables, illustrations or photographs, which have already been published, are included, a letter of permission for re-publication should be obtained from author (s) as well as the editor of the journal where it was previously published.

Written permission to reproduce photographs of patients, whose identity is not disguised, should be sent with the manuscript; otherwise the eyes will be blackened out.

## MATERIAL FOR PUBLICATION

The material submitted for publication may be in the form of an Original research, a Review Article, evidence-based reports, Special article, Commentary, Short communication, a Case Report, Recent Advances, New techniques, view points on Clinical/Medical Education, Adverse Drug Reports or a Letter to the Editor. Original articles should normally report original research of relevance to clinical medicine, and may appear either as papers or as short communications. The paper should be of about 2000 words, with

no more than six tables or illustrations; short communications should be of about 600 words, with one table or illustration and no more than five references. Clinical case reports and brief or negative research findings may appear in this section.

Review article should consist of structured overview of some relatively narrow topics providing background and recent development with reference to the original literature. An author can write a review article only if he/she has written a minimum of three original research articles and some case reports on the same topic.

Letters should normally not exceed 400 words, have no more than 05 references, and be signed by all the authors; preference is given to those that take up points made in contributions published in the journal. **Editorials are by invitation.**

Authors should keep one copy of their manuscript for reference, and send three copies (laser copies or inkjet, photocopies are not accepted) to the Managing Editor, Journal of the Dow University of Health Sciences. The author should also submit an electronic copy of the manuscript typed in MS Word. Any illustrations or photographs should also be sent in duplicate. People from outside Pakistan can also e-mail their manuscript.

Each manuscript should include a title page (containing e-mail address, fax and phone numbers of the corresponding author), abstract, text, acknowledgements (if any), references, tables, and legends. Each component should begin on a new page, in the following sequence: title page; abstract and at least three key words; text; acknowledgements; references; tables (each table, complete with title and footnotes, should be merged in the manuscript); and legends for illustrations.

The manuscript should be typed in double spacing as a single column on 8 1/2" X 11" (21.5cm X 28.0 cm) white bond paper with one inch (2.5cms) margin on both sides. It should not exceed 3000 words, excluding tables and references. There should be no less than 20 or more than 40 references in an Original Article and no less than 40 or more than 60 in a Review Article. If prepared on a word processor / computer, the diskette, properly protected, or CDs should be sent with the manuscript.

## TABLES AND ILLUSTRATIONS

Tables and illustrations should be merged within the text of the paper, and legends to illustrations should be typed on the same sheet. Tables should be simple, and should supplement rather than duplicate information in the text; tables repeating the information will be omitted. Each table should have a title and be typed in double space without horizontal and vertical lines on an 8 1/2" X 11" (21.5 X 28.0 cms) paper. Tables should be numbered consecutively with Roman numerals in the order they are mentioned in the text. Page number should be in the upper right corner. If abbreviations are used, they should be explained in footnotes and when they first appear in text. When graphs, scatter grams, or histograms are submitted, the numerical data on which they are based should be supplied. All graphs should be merged in the manuscript. For scanned photographs highest resolution should be used.

## S.I. UNITS

System International (S.I.) Unit measurement should be used. All drugs must be mentioned in their generic form. The commercial name may, however, be mentioned within brackets, if necessary.

## FIGURES AND PHOTOGRAPHS

Figures and photographs should only be sent when data cannot be expressed in any other form. They must be unmounted, glossy prints in sharp focus, 5" X 7" (12.7X17.3

cms) in size. They may be in black and white or color. Negatives, transparencies, and X-ray films should not be submitted. The number of the figures, the name of the author(s) should be printed on the back of each figure/photograph.

The top of the figure must be identified by the author. These figures and photographs must be cited in the text in consecutive order. Legends must be typed on the same paper. Legends for photomicrographs should indicate the magnification, internal scale and the method of staining. Photographs in published articles will not be returned.

## REFERENCE NUMBERING AND FORMAT

References should be numbered in the order in which they are cited in the text. At the end of the article, the full list of references should give the names and initials of all the authors. **(If the authors are more than 6, then et al. should be followed after the 6th name).** The author(s) names are followed by the title of the article; title of the journal abbreviated according to the style of the Index Medicus (see "List of Journals Indexed," printed yearly in the January issue of Index Medicus); year volume and page number; e. g.: Hall RR. The healing of tissues by CO<sub>2</sub> laser. Br J Surg: 1971;58:222-5. (Vancouver Style). Reference to books should give the names of editors, place of publication, publisher, and year. The author must verify the references against the original documents before submitting the article.

## PEER REVIEW

Every paper will be read by the staff editors of the editorial board. The papers selected will then be sent to one or more external reviewers. If statistical analysis is included, further examination by a statistician will be carried out.

## ABSTRACT

Abstracts of original article should be in structured format with following sub-headings:

i. Objective, ii. Design, iii. Patients & Methods, iv. Result, v. Conclusion. Four elements should be addressed: why did you start? what did you do? what did you find? and what does it mean? Why did you start is the objective. What did you do constitutes the methodology and should include design, setting, patients or other participants, interventions, and outcome measures. What did you find is the results, and what does it mean would constitute your conclusions. Please label each section clearly with the appropriate sub-headings. Structured abstract for an original article should not be more than 250 words.

Review article, case report and other requires a short, unstructured abstract. Commentaries and short communications do not require abstract.

## INTRODUCTION

This should include the purpose of the article. The rationale for the study or observation should be summarized; only strictly pertinent references should be cited; the subject should not be extensively reviewed. Data or conclusions from the work being reported should not be presented.

## METHODS

Study design and sampling methods should be mentioned. Obsolete terms such as retrospective studies should not be used. The selection of the observational or experimental subjects (patients or experimental animals, including controls) should be described clearly.

The methods and the apparatus used should be identified (with the manufacturer's name and address in parentheses) and procedures described in sufficient detail to allow other workers to reproduce the results. References to established methods should be given, including statistical methods; references and brief descriptions for methods that have been published but are not well-known should be provided; new or substantially modified methods should be described, giving reasons for using them, and evaluating their limitations. All drugs and chemicals used should be identified precisely, including generic name (s), dose (s), and route (s) of administration.

## RESULTS

These should be presented in a logical sequence in the text, tables, and illustrations. All the data in the tables or illustrations should not be repeated in the text; only important observations should be emphasized or summarized.

## DISCUSSION

The author's comment on the results, supported with contemporary references, including arguments and analysis of identical work done by other workers. A summary is not required. Brief acknowledgement may be made at the end.

## CONCLUSION

Conclusion should be provided under separate heading and highlight new aspects arising from the study. It should be in accordance with the objectives.

## REPRINTS

Ten copies of each published article shall be provided to the corresponding author free of cost.

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