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### **AUTHOR INSTRUCTIONS FOR MANUSCRIPT**

#### **Criteria for Authorship**

1. Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data.
2. Drafting the article or revising it critically for important intellectual content; and
3. Final approval of the version to be published by EIJO.

The authors are requested to prepare their manuscripts as per the instructions or specifications given below. It should be noted that the review process is only depend upon the significance of the work and the care used by authors to represent it, in the form of their manuscripts. Therefore, authors are strongly encouraged to read these instructions carefully before preparing/submitting their manuscript for publication.

#### **Criteria for Manuscript**

Submitted manuscripts must meet the following criteria:

1. The manuscripts material must be original.
2. The writing must be clear, concise and unambiguous.
3. The data should be valid.
4. The discussions and conclusions drawn by the authors must be reasonable and supportable.
5. The information must be relevant and interesting to area of research.

#### **Author Benefits**

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*Note: Article should be submitted through any one of the mode- email or online submission system.*

### **Check List for Manuscript Submission**

**1. Covering Letter** [Cover Note with List of Potential Reviewers].

**2. Main Manuscript:** First Page should be named as Manuscript Title Page [Title of the manuscript, Authors name, Authors Affiliations, email ID of all the authors, Corresponding authors name, affiliation with address, mail id, Contact no., Acknowledgements and conflict of interest if any]. Second Page will be Title of the Manuscript, abstract, Key words, Third page onward should contain Introduction, Materials and Methods, Results and/or Discussion, Conclusions & References.

3. Scanned copy of **Copy Right Transfer Form**, duly signed by the authors.

### **Preparation of Manuscripts**

As part of the submission process, authors are required to check their submission's compliance with all of the following items, as publication process may be delayed that do not adhere to these guidelines.

*It should be arranged in the following order:*

1. Title

2. Abstract



- 
3. Keywords
  4. Introduction
  5. Materials & Methods
  6. Results & Discussion
  7. Conclusion
  8. References

**Main Manuscript should be formatted in accordance with the below mentioned guidelines-** The text files of the Main manuscript are written in Microsoft Word. The text should be double-spaced, in Cambria, font size 10 except the title, heading of the Manuscript (Download the Model Manuscript: <http://eijo.in/download/page/31>).

**Sections:**

The main body of the Manuscript should be organized into numbered sub-sections, clearly identified and sequentially numbered as section 1, section 2, section 3, etc. Lower level sub-sections may be organized as 1.1, 1.2, 1.3, etc.

**Images:**

All images must be provided at a minimum of 300 dpi to ensure professional reproduction.

**General Instructions for Main Manuscript**

**First Page:**

It should be named as Manuscript Title Page [Title of the manuscript, Authors name, Authors Affiliations, email ID of all the authors, Corresponding authors name, affiliation with address, mail id, Contact no., Acknowledgements and conflict of interest if any].

**Second Page:**

**Abstract:** Following the Title page, there should be an 'abstract' page that should contain the title of paper, the subtitle "Abstract" and a summary of the paper in single space, with double column not exceeding 500 words.

**Key words:** It should not be greater than ten.

**Third Page Onward:**

**Introduction:** Author should describe the introductory part with suitable references and in the last paragraph of the introduction; author should clear the actual objective and plan of work in details.



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**Materials & Methods:** It should not be applicable for review article.

**Results & Discussion:** It should be with the interpretation of the results and their comparison with those of other studies. No need to repeat the results, review literature, textbook knowledge or cite references that do not have a close relationship with the present result.

**Figures & Tables:** Each figure/table should be numbered, titled. Incorporate images and table at the suitable place in this file [eg-Figure 1:....., Table 1:....

**Conclusions:** conclude the study linking back to the aim of the study.

**Abbreviations:** At the first appearance in the abstract and the text, abbreviations should be preceded by words for which they stand.

**References:** It should be mention by numbering system, like [1], [1-3], 1,3, 4-6].

### Review Articles

Should be about 10-25 pages long, contain up-to-date information, comprehensively cover relevant literature and preferably be written by scientists who have in-depth knowledge on the topic. All format requirements are same as those applicable to full papers. Review articles need not be divided into sections such as materials and Methods and Results and Discussion, but should definitely have an Abstract, Keywords and Introduction, Conclusions & References if necessary.

EIJO publishes also invited reviews from the well-known authors. Ask the editors about the topic before submitting the same. Topics related to Systemic critical assessments of literature and data sources.

### Manuscript Text

**Abstract:** Abstract for reviews, should not exceed 250 words and need not be structured. The abstract should not contain abbreviations or references.

**Key words:** List of key words, not to exceed 10.

**Introduction:** Summarize the rationale and purpose of the Review, giving only pertinent references. Clearly state the need and concept behind the review.

**Discussion:** Emphasize the new and important aspects of the Topic of discussion and the conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction section. Relate observations to other relevant studies and point out the implications of the findings and their limitations.

**Conclusions:** Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not adequately supported by the data. In particular, authors should avoid making statements on economic benefits and costs unless their manuscript includes the appropriate economic data and analysis. Avoid claiming priority and alluding to work that has not been completed. State new hypothesis when warranted, but clearly label them as such.



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**References:** All references must be cited in the text as superscript & numbered in order of appearance, at the end of the article in numeric sequence. Do not include unpublished data or personal communications in the reference list.

**Acknowledgments:** Acknowledge persons who have made substantive contributions to the review. This part should be incorporated into the title page only.

**Abbreviations:** The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement. Trade names. Generic terms are to be used whenever possible, but trade names and manufacturer name, city, state, and country should be included parenthetically at first mention.

### **Research Articles**

Should be about 10-45 pages long, contain up-to-date information, comprehensively cover relevant literature. Research articles should be divided into sections such as Abstract, Keywords and Introduction, materials and Methods and Results and Discussion, Conclusions & References.

### **Manuscript Text**

**Abstract:** Abstract for research should not exceed 300 words and need not be structured. The abstract should not contain abbreviations or references.

**Key words:** List of key words, not to exceed 10.

**Introduction:** Summarize the rationale and purpose of the work, giving only pertinent references. Clearly state the need and concept behind the work.

**Results & Discussion:** Emphasize the new and important aspects of the Topic of discussion and the conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction section. Relate observations to other relevant studies and point out the implications of the findings and their limitations.

**Conclusions:** Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not adequately supported by the data. In particular, authors should avoid making statements on economic benefits and costs unless their manuscript includes the appropriate economic data and analysis. Avoid claiming priority and alluding to work that has not been completed. State new hypothesis when warranted, but clearly label them as such.

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**Abbreviations:** The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement. Trade names. Generic terms are to be used whenever possible, but trade names and manufacturer name, city, state, and country should be included parenthetically at first mention.

### Case Reports

New / interesting / very rare cases can be reported. Cases with clinical significance or implications will be given priority, whereas, mere reporting of a rare case may not be considered.

**Abstract:** Should not exceed 300 words and need not be structured.

**Key words:** List of key words should not exceed 10.

### Manuscript Text

**Introduction:** Should include definition, history, etiopathogenesis, prevalence and distribution patterns. Explain why this report is special.

**Case Report:** Chief complaint, History, Clinical features, Radiographic and other investigation findings, Diagnosis, treatment plan and prognosis.

**Discussion:** Emphasize the new and important aspects of the Case and the conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction section. Relate observations to other reports in the literature and point out the implications of the findings and their observations.

**Conclusions:** Link the conclusions with the goals of the case but avoid unqualified statements and conclusions not adequately supported by the data.

**References:** All references must be cited in the text as superscript & numbered in order of appearance and should appear in numeric sequence, at the end. Do not include unpublished data or personal communications in the reference list. Cite such references parenthetically in the text and include a date.

**Acknowledgments:** Acknowledge persons who have made substantive contributions directly or indirectly in the preparation of case report. This part should be incorporated into the title page only.

**Abbreviations:** The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement. Trade names. Generic terms are to be used whenever possible, but trade names and manufacturer name, city, state, and country should be included parenthetically at first mention.

### Short Communication

Up to 1500 words excluding references and abstract and up to 10-15 references. The journal publishes exciting findings, preliminary data or studies that did not yield enough information to make a full paper as short communications. These have the same format requirements as full papers but are only up to 10 pages in length in total. Short Communications should not have subtitles such as Introduction, Materials and



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Methods, Results and Discussion, all these have to be merged into the running text. Short Communications preferably should have only 3-4 illustration.

### **Letter to the Editor**

1. Should be a short and decisive observation.
2. They should not be preliminary observations that need a later paper for validation.
3. Should be Up to 500 words and 4 references.

### **Announcements of Conferences, Meetings, Courses, Awards**

Any other items likely to be of interest to the readers should be submitted with the name and address of the person from whom additional information can be obtained up to 100 words.

### **Photographs/Figures/Images/Pictures**

Submit good quality color images. Photos or drawings must have a good contrast of dark and light. Every image should have the resolution of 300dpi. The images having lesser resolution will not be considered. All images should be preferably in JPG or JPEG format. Up load the images as supplementary files. Do not zip the files. Legends of figures should be brief, but complete and self- explanatory so that the reader can easily understand the results presented in the figure.

### **Tables**

Each table must be given on a separate page with a brief but complete and self explanatory caption so that the reader can easily understand the results presented in the table. Please do not duplicate material that is already presented in the figures. Tables- Tables must be concise and cited consecutively using Arabic numerals in the text (table 1, table 2...etc.). The title of the table should clearly indicate the nature of the contents and sufficient detail should be included in the footnote to facilitate interpretation without reference to the text. Use horizontal rules only. Table Format – It should be designed using table tools of MS Word and exactly same as below Table 1: It shows --- (12 font sizes, times new roman, normal, bold).

### **Specific Instruction for Preparation of References**

1. EIJO follows author guidelines given by NLM 2nd edition 2007, there is no style applied to citations. No italic, No bold, No underline.
2. Titles of journals should be abbreviated according to the style used in Index Medicus. Provide complete information for each reference, including names of all authors (up to six).
3. Referencing in the text should be like [1], [1-5], [1, 3, 4-8] and [1&2].



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**Summary:**

This heading is not assigned a number.

A reference list MUST be included using the following information as a guide. Only cited text references are included. Each reference is referred to in the text by a number enclosed in a square bracket (i.e., [3]). References must be numbered and ordered according to where they are first mentioned in the paper, NOT alphabetically.

**Oxford referencing style:**

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<http://guides.is.uwa.edu.au/c.php?g=325241&p=2178602>

**Oxford referencing style: Reference Books, E-mails, Journals and Websites:**

**Examples follow:**

**Journal Papers:**

<sup>1</sup> S. Mintz, 'Food Enigmas, Colonial and Postcolonial', *Gastronomica*, vol. 10, no. 1, 2010, p. 149.

<sup>2</sup> K. Toffoletti, 'How is Gender-based Violence Covered in the Sporting News? An Account of the Australian Football League Sex Scandal', *Women's Studies International Forum*, vol. 30, no. 5, 2007, p. 427.

**Books:**

<sup>1</sup> S. Ratnagar, *Trading Encounters: From the Euphrates to the Indus in the Bronze Age*, New Delhi, Oxford University Press, 2004, p. 23

**Chapters in Books:**

<sup>1</sup> J. Baker, 'The Place of Science and Technology in the Wise Management of the Great Barrier Reef', in Wolanski, E. (ed.), *Oceanographic Processes of Coral Reefs: Physical and Biological Links in the Great Barrier Reef*, Boca Raton, CRC Press, 2001, pp. 14-20

**Thesis:**

<sup>1</sup> C. Maslem, *Melancholic Identification and Nostalgic Fantasy in the Novels of Jean Rhys*, PhD Thesis, University of Western Australia, 2005, p. 55.





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**Proceedings Papers:**

<sup>1</sup> Yu, Y. T. and Lau, M. F. 2006. A comparison of MC/DC, MUMCUT and several other coverage criteria for logical decisions. J. Syst. Softw. 79, 5 (May. 2006), 577-590. DOI=<http://dx.doi.org/10.1016/j.jss.2005.05.030>.

<sup>2</sup> Y. Yorozu, M. Hirano, K. Oka, and Y. Tagawa, "Electron spectroscopy studies on magneto-optical media and plastic substrate interface," IEEE Transl. J. Magn. Japan, vol. 2, pp. 740-741, August 1987 [Digests 9th Annual Conf. Magnetism Japan, p. 301, 1982].

**Patent :**

<sup>1</sup> Williams, Dave. 2005. Screw less clip mounted computer drive. U.S. Patent 6,885,550, filed August 24, 2000, and issued April 26, 2005. <sup>2</sup> Williams, D, inventor; Axxion Group Corporation, assignee. US patent 6,885,550. April 26, 2005.

<http://www.patent-search-information.com>

**Online Resources**

Mintz, Sidney W. "Time, Sugar, and Sweetness." Food Culture: A Reader. Ed. Carole Counihan and Penny van Esterik. New York: Routledge, 1997. 356-369. Print. Available from: <http://guides.lib.uiowa.edu/citation>

**Parts of Web Sites (WebPages):**

<sup>1</sup>B. Dibble, and B. Milech, "Elizabeth Jolley Research Collection", <http://john.curtin.edu.au/jolley/index.html>, 2008, (accessed 1 August 2010).

**Annexure**

**Acknowledgement (if any)**

**One or more statements should specify:**

1. Contributions that need acknowledging but do not justify authorship, such as general support by a departmental chair.
2. Acknowledgments of technical help.
3. Acknowledgments of financial and material support, which should specify the nature of the support. This should be included in the title page of the manuscript and not in the main article file.

**Competing Interests**

All authors of must disclose any and all conflicts of interest they may have with publication of the manuscript or an institution or product that is mentioned in the manuscript and/or is important to the



outcome of the study presented. Authors should also disclose conflict of interest with products that compete with those mentioned in their manuscript.

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<https://www.einstein.yu.edu/administration/grant-support/social-science-funding.aspx>

<http://research.singhealth.com.sg/Pages/FundingSourcesandSupport.aspx>

**Or**

**Sources of Funding None Registration Number**

In case of Engineering, Clinical trial and where it is registered (name of the registry and its URL).

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Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work.

### **Authorship of the Paper**

Authorship should be limited to those who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made significant contributions should be listed as co-authors. Where there are others who have participated in certain substantive aspects of the research project, they should be acknowledged or listed as contributors.