

Official Journal of The West Bengal University of Health Sciences

Author Guidelines

Original quality works will be accepted. Two anonymous peer reviewers and Editorial board members will review each article, unless otherwise specified. If the quality is not upto the mark and area of study is beyond the scope of this journal, then the Editorial board will not consider the article for publication. Editorial Board's decision is final.

Manuscript must be sent via email to editorujohs@wbuhs.ac.in

COVERING LETTER

Covering letter should mention the followings –

- 1) The manuscript is not submitted simultaneously to other journal for publication
- 2) Each author's contribution should be mentioned – concept, design, data collection, data analysis, manuscript writing and editing.
- 3) Approval of all authors about the submitted version of the article.
- 4) Approval of the Ethics Committee of the respective institution, and within the provisions of the Declaration of Helsinki (current version).
- 5) All animal experiments should be within the respective country's National Guidelines.
- 6) Any Conflict of interest, financial and/or any other kind of help taken, should be informed.

Manuscripts Preparation

Manuscript is to be written in English. Font – Times New Roman. Use 12 font size for headings and 11 font size for others. The article has to be submitted in A4 paper format, 30 mm margin all side and all lines are should have 1.5 spacing. Numbering of the pages should be done in Arabic numerals using the 'Footer' at middle. All the new paragraphs are to be indented. Don't use hyphenation except where the word itself is hyphenated.

Word limit: ORIGINAL ARTICLE AND REVIEW ARTICLE is 5000, inclusive of everything. Details of manuscript preparation mentioned below.

CASE REPORT and CASE SERIES: Word limit 2500 (inclusive of everything). Interesting and rare cases which could provide useful information to the reader are to be submitted, otherwise will not be considered. Patient's identification must not be disclosed.

LETTER TO THE EDITOR: Two types of Letter to the Editor is accepted –

- 1) Letter to Editor – Referencing any article published in the recent past 3 consecutive issues of the *Journal of The West Bengal University of Health Sciences*. No need to summarize the focused article, just mention it and move to the point you are raising immediately. Describe how the author(s) could have done better and why, but don't get personal. Cite evidence on your support. Maximum 3 authors, 1-4 references, Word limit 500 (inclusive of everything)

- 2) Letter in reply – Reply by the author(s) of the original article for which Letter to editor is received. Word limit 600 (inclusive of everything), maximum 6 references

Commentary: Discourse that illuminates us on various important topics on health sciences and generally not linked to any specific article. Brief and precise commentaries are welcomed. Maximum 3 authors, not more than 50 references, word limit 3000 (inclusive of everything).

Short Communication: Disseminate original, important observations expected to have a significant impact but narrower in scope than those can be described in original articles. Word limit is 2000 words inclusive of everything. Components are abstract, unstructured main text, table/figure maximum 2 either or combined, maximum 20 references.

Style

- 1) For guidance author can look at the International Committee of Medical Journal Editors' revised 'Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication'.
- 2) Only universally accepted standard abbreviation, acronyms and symbols are accepted. For other abbreviations, write the full form at least once at first use.
- 3) SI units are to be used for measurements.
- 4) Only generic names of the drugs are to be written.
- 5) Variables should be written in italics.

Parts of Manuscripts

The manuscripts should contain the following headings and arranged in this order –

- 1) Title page
- 2) Abstract and Key words
- 3) Text
- 4) Acknowledgments
- 5) References
- 6) Appendices
- 7) Tables
- 8) Figures

Title Page

It should contain –

- 1) Title of the article which should be precise and contain the major key words
- 2) Full name of author(s) with surname underlined
- 3) Designation of author(s)
- 4) Full address of corresponding author which should include e-mail ID, phone no.
- 5) Concise title (maximum 40 characters including spaces)
- 6) Word count : Abstract and total

This information, except the title of the article, should not appear in any other part of the manuscript.

Abstract and Key Words

A structured abstract of 250 words or less is needed for all original articles. An unstructured abstract of 200 words or less for review article and 150 words or less for Case reports/Case series/Short communications is to be submitted. The headings are Background, Methods, Results and Conclusion. No abbreviation and references should appear in this stage. No abstract for Commentary and Letter to Editor.

Title of the article should be written on the top and 3-5 key words are to be supplied at the end, in alphabetical order. If any doubt occurs regarding key words, then the

help of US National Library of Medicine's Medical Subject Headings (MeSH) browser list can be taken.

Text

It should be written under following subheadings –

- 1) Introduction
- 2) Materials & Methods
- 3) Results
- 4) Discussion (including limitations & strength of the study)
- 5) Conclusion

Use 12 font size for headings and 11 font size for others, in Times New Roman. Limit the conclusion within few sentences.

Specific study design guidelines

Guidelines	Study type	Source
CONSORT	Randomized controlled trials	http://www.consort-statement.org
PRISMA	Systematic reviews and meta-analyses	http://prisma-statement.org/prismastatement/Checklist.aspx
MOOSE	Meta-analyses of observational studies in epidemiology	http://www.consort-statement.org/Initiatives/MOOSE/moose.pdf
STROBE	Observational studies in epidemiology	http://www.strobe-statement.org

Acknowledgments

Contribution of colleague(s), institution(s), financial and other helps, if any, are to be acknowledged.

References

1. Citation: Number them according to their first appearance in the text by superscripting with Arabic numerals after full stop. Tables and figures

referencing also should be numbered according to their appearance in the text.

2. Write all the name of the author's up to six (6) authors.

In case of more than six (6) authors, write first three (3) author's name and followed by et al.

3. Journal's abbreviation is according to Index Medicus
4. Personal communication and unpublished data should be cited in the text (e.g. Manglem Ch, 2007, unpublished data); not in the references.

Journal

1. Drake MJ, Mills IW, Gillespie JI. Model of peripheral autonomous modules and a myovesical plexus in normal and overactive bladder function. *Lancet*. 2001 Aug 4;358(9279):401-3. doi: 10.1016/s0140-6736(01)05549-0.

BOOK

2. LeBlond RF, Brown DD, DeGowin RL (eds) *DeGowin's Diagnostic Examination – Vol.2*, 9th edn. New Delhi: Tata McGraw Hill Education Private Limited, 2011.

CHAPTER IN A BOOK

3. Menefee SA, Wall LL. Incontinence, prolapse, and disorders of the pelvic floor. In: Berek JS (eds) *Novak's Gynecology*, 13th edn. Philadelphia: Lippincott Williams & Wilkins, 2002; p 645-710.

WEBSITE LINK

<http://nischennai.org/siddhamedicine> accessed on 1.10.19

APPENDICES

Abbreviation's full form is to be written here. If any other kind of appendices are used, those are also to be mentioned here. The

consequences should be their appearance in the text.

TABLES

1. Table should have a small, precise heading.
2. Column headings may be supplemented by units, if applicable, in parentheses.
3. Full form of the abbreviations should be supplied in the footnote and refer to the table by superscripting a,b,c.....
4. *, **, *** symbols are reserved for 'p' values
5. Sequence of the tables are according to their appearance in the text and number them in Arabic numerals.

FIGURES

Figure means all illustrations (600 d.p.i.) – line drawing as well as photograph. Line drawing should be sharp and well defined. It can be professionally drawn and scanned or drawn on computer graphics. Proper labeling should be done. Photograph can be send as jpeg, tif file. All illustrations should bear heading at footnote and they should be numbered by Arabic numerals (e.g. Fig.1) according to their appearance in the text. Photograph is, preferably, to be associated with a linear scale or magnification mentioned. Maximum 3 figures and 2 pictures per article are allowed.

PEER REVIEW

All the manuscripts will be peer reviewed by 2 independent peer reviewers except Commentary and Letter to Editor. Decision of the manuscript will be communicated to the corresponding authors within 4-6 weeks.

PROOF CORRECTION

After checking, proof will be sent back to the corresponding author by e-mail for resubmission, if any correction needed.

In case he/she is not available, then an alternative e-mail ID should be provided.

PUBLICATION

There will be online and print version of the journal. Online version is freely accessible and downloadable to the authors. The corresponding author will receive one hard copy of the journal.

REPRINT REQUEST

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