

# Instruction for the Authors

The Journal of Ad-din Women's Medical College (ISSN 2313-4941) is an official organ of the Ad-din Women's Medical College, Dhaka and published twice in January and July every year. This journal is recognized by the Bangladesh Medical and Dental Council (BMDC). We publish original articles, review articles, case reports and others (see page vi) including society news.

The manuscripts submitted in this journal should not have been published in any other journal before. All submitted papers are subjected to be reviewed by the board of reviewers and editorial panel before accepting any manuscripts. The unaccepted articles will not be sent back, but will be destroyed. Proof corrections by the authors are well appreciated.

## Submission of manuscripts

Papers are accepted for publication with an understanding that they are submitted solely to the journal of Ad-din Women's Medical College and are subject to peer review and editorial revision. Statement and opinion expressed in the papers, communications letter herein are those of author(s) and not necessarily of the editor and/or publisher.

Papers should be submitted with three hard copies and a soft copy (CD) labeled clearly with the manuscript title, name of first author with date, designation, mobile no. and email address to the Executive Editor with a copy to Editor-in-Chief of journal of Ad-din Women's Medical College, 2 Bara Moghbazar, Dhaka-1217, Bangladesh.

## Form of full papers submitted for publication

The manuscript should be prepared using MS-Word. The whole manuscript should not exceed 4000 words. The manuscript should be divided into: (title page, abstract, body/text, references), but should be submitted as one document. All parts of the manuscript should be typed or printed on only one side of the paper in double space with wide margins of at least 2.54 cm in all sides of the manuscript throughout.

While the preferred font remains Times New Roman size 12 cpi. numbering of the pages should be done consecutively, beginning from the title at the lower right

hand corner of each page. Each component of the manuscript should begin on a new page in the sequence of title page, abstract, text, reference, tables and legends for illustration.

## Title page

The title page should include the title of the manuscript which should be concise within 45 characters. Name of authors with their highest academic degree(s), institutional affiliations and name of the departments should be mentioned. The complete mailing address and email IDs of the first and correspondence author(s) should be included to whom the proofs and all other correspondence should be sent.

## Abstract

Each manuscript requires an unstructured abstract that should include objective, methods, results, conclusion and key words in not more than 150 words for any review article or case report an 250 words for structured abstract only for original article summarizing the significant information and findings. Authors must give two to five key words identifying the most important topics covered by the manuscript. Abbreviations, diagrams, and references in the abstract should be avoided.

## Body/Text

The body of the manuscript/text should be divided into the following sections: i) Introduction, ii) Materials and Methods, iii) Results (include tables and diagrams), iv) Discussion, v) Conclusion, and vi) Acknowledgement if any (particularly on funding, study subjects and co-author).

## Introduction

It includes a short yet robust background purpose and the rationale for the study (or summarized observation), including pertinent references, but data or conclusion from any work should not to be included.

## Material and methods

In this section, selection of the study subjects (patient or laboratory animals, including controls) should be described clearly. The age, sex and other characteristics

of study subjects should be identified. The total methodology in details, apparatus to be used, and procedure to be followed must be given in sufficient details to allow other researcher to reproduce it, as and if required for. References should be given to establish methods including statistical lines and precise identifications should be provided for all the drugs and chemicals to be used including generic names, dosage and route of administrations. Authors(s) submitting review manuscripts are advised to include a section describing the methods used for locating selecting, extracting and synthesizing data. If data is collected from other sources (published or unpublished) then proper permission(s) should be obtained and mentioned with acknowledgement.

### Results

Results should be presented in a logical sequence in the text, tables, figures and/or illustrations. The use of too many tables or diagrams in relation to the length of text may produce difficulties in the layout of pages.

### Tables and Figures

Tables should be embedded in the text and numbered consecutively in the order of their first citation in the text. The title of the table should be brief yet self-explanatory. Tables should not be submitted as photograph. All figures should be included as one separate sheet or file. The title should appear above each table (short and descriptive. Please mention a clear legend and any footnotes suitably identified below, clearly. Figures should be labeled properly, fitting to necessary size of the page. Captions of all figures should be typed, double-spaced and showed on a separate sheet. All original figures should be clearly marked in pencil on the reverse side with the number, author's name.

### Footnotes

Place explanatory matter in footnote, not in the heading. For uniformity of style, authors should use symbols for footnotes such as 51.7 etc.

### Illustrations

Illustrations submitted (line drawings, photos, photo-micrographs, etc.) should be clean, original, or as a digital files. Digital files are recommended to use since this produces highest quality following criteria, below:

- Minimum 300 dots per inch (DPI) or higher
- Appropriate sized to fit in journal page
- Preferably in JPEG and GIF formats

- Subject/ patient face must not be identified in diagram
- Should be submitted as separate files, not embedded in text files.

### Discussion

This section should present a detailed yet comprehensive analysis of findings/results to describe, compared & criticized (positively or negatively) in the light of previous relevant studies, in the country or abroad. It should emphasize the new and important aspect of the study and the conclusions that follow from them. Repetition of detailed data &/or other materials given in introduction or result section may be avoided, unless deemed essential (in rare cases).

### Conclusion

In the gist, study findings should be linked with the study goals. Recommendation may be included as appropriate including implication(s) of the findings and limitations if any.

### Acknowledgements

Acknowledgement may be added, but if any should be placed at the end of the body/text and should be limited within 100 words. This section may particularly be used to acknowledge those persons who do not qualify for authorships but worked significantly for this study or write up manuscripts.

Acknowledgement for funding, donated resources, or significant contributions of research materials be made as well, if author(s) wish.

### References

All references should be cited in the text following Vancouver system/style in Arabic numbers, to number the texts, consecutively, following an order in which it appears first in the text using superscript (or cite within the text numbers in round brackets). If a reference is cited more than once the same number should be used each time. References cited only in tables or figure legends should be numbered in accordance with the sequence from the last number used in the text and follows the order of individual tables/figures. At the end of the paper, on a page(s) separate from the text, a references list must be added following exact Ref. No. in numerical order. References to materials available on websites should include the full internet address and the date of the version cited as: Authors' names (in normal order), document title, and date of Internet publication

or other retrieval information (date of access), text division (if applicable). Examples of references are given below.

#### (i) Reference from the Journals

1. Parkin DM, Clayton D, Blook RJ, Massyer E, Fried HP, Iranov E et al. Childhood leukaemia in Europe after Chernobyl: 5 years follow up. *Br J Cance* 1996; 73: 1006-1012
2. Paganini HA, Chao A, Ross RK, Henderson Aspirin use and chronic diseases: a cohort st of the elderly. *BMJ* 1989; 299: 1247-1250

**Note: The name of the journal & its volume should be in *Italic*.**

#### (ii) Books

1. Gyton AC, Hall JE The thyroid metabolic hormones In *Textbook of Medical Physiology*. 10th edn. NewTork: WB Saunders Company. 2000: 858-86

#### (iii) Internet

1. Harverd medical school Available [https://en.wikipedia.org/wiki/havard\\_medical\\_college](https://en.wikipedia.org/wiki/havard_medical_college), accessed October 2011

#### (iv) Thesis/Dissertations

1. Khan MAH. Lipid profile and renal function status of hypothyroid patients [MD Thesis]. Dhaka Bangabandhu Skeikh Mujib Medical University:2005

#### (v) Scientific or technical report

1. Akutsu T. Total heart replacement device. Bethesda MD: National Institutes of Health, National Heart and Lung Institute, 1974 Apr report No. N1H-NHLI-69 2185-4 Ethical approval

The authors should mention the name of the ethical approval authority or (IRB: Institutional Review Board) for their study either separately or in materials and methods section, particularly if the study has been done on human subjects, laboratory samples or laboratory animals. However, not all surveys may not require an ethical permission, parse, in general. But it can be obtained & attached with the proposal, if the authors(s) wish.

#### Authorship Statement

A form must be signed by all listed authors indicating the contribution to the paper made by each. The corresponding author is responsible for obtaining signatures from all listed authors and using. A check off form, should indicate by name what each author contributed to each of the various aspects of the study: However, (e-signature are accepted except 1st & corresponding authors).

- study concept
- study design
- data collection & processing
- statistical analysis
- manuscript writing

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