

# Instructions to the Authors

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## About the Journal

The **JOURNAL OF CLINICAL SCIENCES, J. Clin. Sc. (JCS)**, is a publication for medical doctors and those in related medical disciplines. Its a practice and the science of clinical medicine and its related disciplines. The Journal publishes original and review articles. Authors must attest that not currently submitted to any other journal for consideration.

## Information To Authors

JCS will publish contributions of the following types: Original research publications, reviews and meta-analysis, brief communications including case reports and grand round reports as well as editorials and commentaries. Manuscripts written in English should be submitted electronically at the manuscript website [www.journalonweb.com/jcls](http://www.journalonweb.com/jcls). The manuscript should be organised under the following sections: Title page, Abstract, Keywords, Introduction, Materials and Methods, Discussion, Acknowledgement, References, Tables, Legends to figures, and Figures. Variations from this outline apply to such articles as editorials and brief communications should be structured. The title page should contain the title of the manuscript, the names and affiliations of the authors as well as a corresponding author. References, tables and legends should be provided in line with the "Uniform requirements for manuscripts submitted to Biological and Medical Research Publications".

## Scope of the journal

Journal of Clinical Sciences (JCS) publishes contributions of professional, scientific and educational interest to clinicians and those in related medical disciplines to enhance the practice and advance the science of clinical medicine and its related disciplines and sciences. JCS publishes papers relating to the economic aspects of medicine, the related specialties to clinical medicine, and general clinical science. The Journal is published two times a year. Supplements may also be published upon arrangement with the Editor-in-Chief.

## Summary Of Technical Requirements

1. Double space all parts of the manuscript.
2. Begin each section or component on a new page.
3. Review the sequence: title page, abstract, keywords, text, acknowledgements, references (Vancouver style), tables (each on a separate page).
4. Illustrations and figures as unmounted prints, should be no larger than 203x254 mm (8x10 inches).
5. Include permission to reproduce previously published material or to use illustrations that may identify human subjects.
6. Enclose transfer of copyright and other forms.
7. Submit the manuscript electronically at the manuscript submission website: [www.journalonweb.com/jcls](http://www.journalonweb.com/jcls)
8. Keep a copy of everything submitted.

## General Information

Manuscripts are considered on the understanding that they have not been published or are not under consideration for publication by another journal.

the paper elsewhere does not disqualify the paper from consideration. When there is doubt about possible duplicative publication, authors should submit a manuscript on submission.

The Journal welcomes papers in the form of original research articles, commentaries, editorials, reviews and educational materials as well as scientific contributions in matters that impact on health education and health care delivery. All manuscript must be submitted online through the manuscript submission system [www.journalonweb.com/jcls](http://www.journalonweb.com/jcls). The peer review, revision by authors, acceptance of proofs, submission of copyright forms and tracking of submitted manuscripts. Submission of manuscript hard copies will not be considered for publication by the journal.

Proofs may be sent through the manuscript submission system ([www.journalonweb.com/jcls](http://www.journalonweb.com/jcls)) to the corresponding author for corrections on request within seven days of despatch by the Editor. Manuscripts should be prepared in accordance with the "Uniform Requirements Submitted to Biomedical Journals" reviewed by assessors. All accepted manuscripts may be copy edited according to the Journal style. The authors are responsible for all statements and claims and statements are not necessarily shared by the Editors and the Publishers of the Journal. Similarly, the Editors and Publisher do not guarantee advertised products or services.

The manuscript should be accompanied by a covering letter to be submitted online at the time of manuscript submission at [www.journalonweb.com](http://www.journalonweb.com) by the author. A copyright form signed by all authors should also be submitted. Only those who have contributed significantly should be included as authors in the declaration and copyright before or when the manuscript is finally accepted.

### Reprints

Reprints are obtainable from the Editor-in-Chief at advertised rates. These should be paid for at the time of final acceptance of contributions.

### The Editorial Process

A manuscript will be reviewed for possible publication with the understanding that it is being submitted to Journal of Clinical Sciences alone at that time, anywhere, simultaneously submitted, or already accepted for publication elsewhere. The journal expects that authors would authorize one of the matters related to the manuscript. All manuscripts received are duly acknowledged. On submission, editors review all submitted manuscripts initially. Manuscripts with insufficient originality, serious scientific or technical flaws, or lack of a significant message are rejected before proceeding for final review. Manuscripts unlikely to be of interest to the Journal of Clinical Sciences readers are also liable to be rejected at this stage itself.

Manuscripts that are found suitable for publication in Journal of Clinical Sciences are sent to two or more expert reviewers. During submission, typically two or three qualified reviewers who have had experience in the subject of the submitted manuscript, but this is not mandatory. The reviewers make recommendations as the contributor/s. However, the selection of these reviewers is at the sole discretion of the editor. The journal follows a double-blind review process where authors are unaware of each other's identity. Every manuscript is also assigned to a member of the editorial team, who based on the comments reviews the manuscript. The comments and suggestions (acceptance/ rejection/ amendments in manuscript) received from reviewers are conveyed to the author. The author is requested to provide a point by point response to reviewers' comments and submit a revised version of the manuscript. This process is completed when the author is satisfied with the manuscript.

Manuscripts accepted for publication are copy edited for grammar, punctuation, print style, and format. Page proofs are sent to the corresponding author who is expected to return the corrected proofs within three days. It may not be possible to incorporate corrections received after that period. The whole process of final decision and sending and receiving proofs is completed online. To achieve faster and greater dissemination of knowledge and information, the journal offers 'Ahead of Print' immediately on acceptance.

### Clinical trial registry

Journal of Clinical Sciences favors registration of clinical trials and is a signatory to the Statement on publishing clinical trials in Indian biomedical journals. The journal would publish clinical trials that have been registered with a clinical trial registry that allows free online access to public. Registration in the following registries: <http://www.ctri.in/>; <http://www.actr.org.au/>; <http://www.clinicaltrials.gov/>; <http://isrctn.org/>; <http://www.trialregister.nl/trialreg/index.asp>; and <http://www.clinicaltrials.gov/> for clinical trials that have begun enrollment of subjects in or after June 2008. Clinical trials that have commenced enrollment of subjects prior to June 2008 will be accepted in Journal of Clinical Sciences only if they have been registered retrospectively with clinical trial registry that allows unhindered online access to the trial information.

### Authorship Criteria

Authorship credit should be based only on substantial contributions to each of the three components mentioned below:

1. Concept and design of study or 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.

Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient. Each contributor should have participated sufficiently in the work to take public responsibility for appropriate portions of the content of the manuscript. Authorship should be based on the relative contribution of the contributor towards the study and writing the manuscript. Once submitted the order cannot be changed. The number of contributors. The journal prescribes a maximum number of authors for manuscripts depending upon the type of manuscript, its scope and number of authors. Authors should provide a justification, if the number of authors exceeds these limits.

### Contribution Details

Contributors should provide a description of contributions made by each of them towards the manuscript. Description should be divided in following categories: design, definition of intellectual content, literature search, clinical studies, experimental studies, data acquisition, data analysis, statistical analysis, manuscript editing and manuscript review. One or more author should take responsibility for the integrity of the work as a whole from inception to published 'guarantor'.

### Conflicts of Interest/ Competing Interests

All authors must disclose any and all conflicts of interest they may have with publication of the manuscript or an institution or product that is important to the outcome of the study presented. Authors should also disclose conflict of interest with products that compete with those mentioned.

### Submission of Manuscripts

Manuscript should be in British English language style, Electronic manuscript should have double spacing The paper should be set out as follows:

(a) Title, (b) Summary, (c) Keywords below, (d) Text, (e) Acknowledgement (f) References, (g) Legend to figures and (h) Tables. Number the pages from the title page through the tables. Each of these subsections should be started on a new page in the sequence given above.

**Title Page:** This should contain the title of the manuscript, initials and surname and highest academic degree or diploma obtained by each author. For the corresponding author, a running title of not more than 40 characters and financial support information (e.g. agency, grant number). Avoid use of abbreviations.

**Summary Page:** The summary abstract should either be structured (maximum 250 words) or unstructured (150 words or less) depending on the type of contribution. Summaries include original research papers, case reports, reviews and meta-analyses and brief reports. Other contributions may be provided in a conventional manner. In any event the abstract should include the purpose, methods, results and conclusions. Editorials, correspondence, commentaries and other contributions need not carry abstracts.

Structured Summaries are of two types:

1. Abstract for original contributions, case reports and brief reports should consist of the following sections
  - Background and objective
  - Methods which should include design, subjects, materials, setting and measurements
  - Results and
  - Conclusions
2. A review article abstract (including meta analysis) should be organised into the following sections:
  - Background/purpose
  - Data source
  - Study selection
  - Data extraction
  - Results, and
  - Conclusions

**Keywords:** Provide four to eight keywords or short phrases that can be used for indexing, immediately following the abstract.

Use terms from Index Medicus Medical Subject Heading (MeSH).

**Guidelines On Style:** Headings in Text. Use a maximum of three levels of headings. Abbreviations should be sparingly used and only to save space in text. In a figure or table, define the abbreviation in a foot-note. List in an alphabetical order all non-standard abbreviations (with definitions). Drugs should be indicated by their generic names but not trade names except for drugs showing adverse reaction or those used in comparison. Tables should be submitted one each on separate sheets, typed double-spaced, and numbered and referred to in the text by Arabic numerals. Tables should be indicated. A brief title describing the content in the table should be supplied at the top. Give each column of the table a short heading. Explain the content of the table. For footnotes, use the following symbols in the given sequence in order from left to right or from top to bottom in the body of the table etc. \*, †, ‡, §, ¶, ††, ‡‡, §§, ¶¶, etc. No internal horizontal or vertical rules should be used in the table. If a table must extend beyond a page, repeat the title followed by "cont" and repeat the table on the next page. Illustrations or photographs should be submitted in quadruplicate, and should be black and white glossy prints of very high quality. However, photographic prints are acceptable as photographic prints. Original drawings, X-rays films etc. are not acceptable. Illustrations should not be larger than an A4 (300 x 210 mm). Letters, numbers and symbols should be even and clear throughout and of sufficient size that when reduced for publication each item will still be legible. Notes should be in the respective legend and not in the figures themselves.

Provide photomicrographs with staining techniques, internal scale markers and/or a statement of magnification. Symbols, arrows, or letters used in figures should be on a white background.

Figures should be numbered consecutively in Arabic numerals according to the order in which they have been cited in the text. Patients shown in figures should be concealed or should have given their written consent for publication. Materials taken from other sources must be accompanied by a written permission from the copyright holder.

Colour figures will only be published at the expense of the authors. Authors should write to inquire from the Editor-in-Chief.

On the back of each figure, write the figure number, the name of the senior author, the running title and an arrow to indicate the top edge. Submit figures in a protective envelope. N.B. The total number of tables and illustrations should not exceed {(total number of typed A4 pages/2 minus one)}.

**Footnotes:** Footnotes are only allowed on the title page and in tables, but not within the text. Footnote symbols should be used in the following order: \*, †, ‡, §, ¶, ††, ‡‡, §§, ¶¶, etc. Numbers or letters are not acceptable.

**Legend for Figures.** Type each legend for illustrations double spaced, starting on a separate sheet, with Arabic numerals corresponding to the figure number followed by a short, cryptic description of the legend. All abbreviations and symbols should be explained in the legend. Magnification and stain for the end of the legend for the figure, where appropriate.

**Unit For Scientific Measurements:** Present units of scientific measurements in SI units with the conventional equivalents in parentheses in the text. Conversion factors should be provided as a footnote. Conversion factors are published in each version of the Journal.

**Acknowledgements:** Acknowledgement of general support, financial and material support, technical, secretarial help etc. should be indicated at the end of the manuscript. Responsibility of the authors to obtain consent of those being acknowledged.

### Preparation of Manuscripts

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 2008). The uniform requirements and specific requirements of Journal of Clinical Sciences are summarized below. Before submitting a manuscript, authors are requested to check for the latest instructions available. Instructions are also available from the website of the journal (<http://www.jcsjournal.org>) and (<http://www.journalonweb.com/jcls>).

Journal of Clinical Sciences accepts manuscripts written in American English.

### Copies of any permission(s)

It is the responsibility of authors/ contributors to obtain permissions for reproducing any copyrighted material. A copy of the permission obtained for any and all published articles or other manuscripts in preparation or submitted elsewhere that are related to the manuscript must also accompany the manuscript sent to any of the two addresses given above.

## Types of Manuscripts

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Indicate the type of contribution in the covering letter as follows:

### **ORIGINAL ARTICLES:**

Original research should concern itself with aetiology, pathogenesis, pathology, diagnosis, management and prevention of diseases in Clinical Science. Original research which impact on human health care are equally welcome in this section. This type of text should have a maximum of 4,000 words and a maximum of 10 figures or tables and fifteen references.

### **BRIEF COMMUNICATIONS AND CASE REPORTS:**

Examples of these include unique case reports, clinical experiences, reports of adverse drug effects, and short reports of original research. The text should not exceed 4,000 words, 10 figures or tables and fifteen references.

### **MEDICAL EDUCATION:**

Important innovations in medical education and continuing professional improvement are welcome. Text length should not exceed 4,000 words.

### **REVIEWS AND META-ANALYSIS:**

Detailed systematic and critical evaluation and meta-analysis of the literature on scientific or clinical topics. Maximum length should be 5,000 words (maximum three subheads).

### **CONFERENCE AND WORKSHOP REPORTS:**

The text should not exceed 5,000 words, and should be edited before submission. Proceedings of grand rounds are also welcome in this section.

### **EDITORIALS AND COMMENTARIES:**

Editorials and commentaries are normally commissioned. However, unsolicited ones are welcome and subject to routine assessment. The theme should be relevant to the journal. Maximum length, 1,000 words and no more than 20 references.

### **CORRESPONDENCE:**

Letters to the Editor should contain a maximum of 600 words, five references and two illustrations or tables. Letters may be on matters concerning clinical relevance or reactions to articles published in the journal. Correspondence should be typed double spaced and submitted in duplicate. Authors should retain a copy for publishing.

### **MISCELLANEOUS:**

These include book reviews, and socio political issues related to medicine and personal opinion (maximum 2,000 words).

### **References**

#### **JOURNALS**

List all authors when six or fewer; when seven or more, list first six and add et al

Standard article: Musumuta G, Okolo P. Pneumonia in Lagos Children. *W A J Med* 1997; 234: 45–49

Special format: Letters or abstracts:- Oshare, EO. Tetanus in Lagos (letter). *Nig Med J* 1988;1:301

#### **BOOKS**

List all authors or editors when six or fewer. When seven or more, list the first six and add et al.

**Authors of a book:** Makanamer, EN. Immunology for Medical students. 6th ed. Lagos. Princess publisher; 1990:47

**Chapter in a book:** Okowo M, Daro H. meningitis in Zaria. In Yakubu M. Nmadu P: (eds). *Medicine in the Tropics*. Vol 5, Lagos, Prince publisher; 1990:123

For full reference information see reference 1 given below. It is the responsibility of authors to ensure the accuracy of cited references.

### **ETHICAL CONSIDERATION**

#### 1. Consent:

All manuscripts reporting experiments in human beings must be accompanied by a statement in the method section that the authors have obtained informed consent from the subjects.

ethical committee. If investigators have no access to an ethics committee, the principles outlined in the Helsinki Declaration should be followed. If full face photographs are to be used, such photographs must be accompanied by a signed or thumb printed informed consent form. All researchers and experimenters must also follow the institution's guidelines on the use of laboratory animals in research.

## 2. Criteria for Authorship:

The criteria for authorship as expressed in the uniform requirements<sup>1</sup> which state that "authorship credit should be based only on substantial contributions to the work, including:

- conception and design, or analysis and interpretation of data.
- drafting the article or revising it critically for important intellectual content.
- final revision of the version to be published"

Collecting and assembling data reported in a paper are not, by themselves, qualifications for authorship. The corollary also should not be overlooked. Minor contributions to a paper, such as proofreading, should not be considered authorship and should not be excluded.

**Conflicts of Interest:** Authors should list all financial support, including equipment and drugs on the title page. Details of financial interest that might affect the study should be given in the covering letter. Referees (assessors of articles) should also inform the editor of any possible conflict of interest.

**Previous and Redundant Publications:** Manuscripts that overlap substantially with previous publications should not be submitted for consideration. A paper published in a conference does not disqualify the paper. Authors should submit a copy of potential duplicate papers to the editor.

**Copyright:** On acceptance, the copyright of the paper will be vested in the Journal/Publisher. All authors of the manuscript are required to sign the copyright form and transfer the copyright.

## Documents Cited

1. International Committee of Medical Journal Editors. Uniform requirements for manuscript submitted to Biomedical Journals. *BMJ*, 1997; 315: 270-274.
2. The 41st World Medical Assembly. Declaration of Helsinki's Recommendations guiding Physicians in Biomedical Research and involving Human Beings. *Lancet*, 1990; 24: 606

## Illustrations (Figures)

- Upload the images in JPEG format. The file size should be within 1024 kb in size while uploading.
- Figures should be numbered consecutively according to the order in which they have been first cited in the text.
- Labels, numbers, and symbols should be clear and of uniform size. The lettering for figures should be large enough to be legible after reduction.
- Symbols, arrows, or letters used in photomicrographs should contrast with the background and should be marked neatly with transfer type.
- Titles and detailed explanations belong in the legends for illustrations not on the illustrations themselves.
- When graphs, scatter-grams or histograms are submitted the numerical data on which they are based should also be supplied.
- The photographs and figures should be trimmed to remove all the unwanted areas.
- If photographs of individuals are used, their pictures must be accompanied by written permission to use the photograph.
- If a figure has been published elsewhere, acknowledge the original source and submit written permission from the copyright holder to reproduce the figure to appear in the legend for such figures.
- Legends for illustrations: Type or print out legends (maximum 40 words, excluding the credit line) for illustrations using double spacing, with one line per illustration. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one in the legend. Indicate the magnification (x) and identify the method of staining in photomicrographs.
- Final figures for print production: Send sharp, glossy, un-mounted, color photographic prints, with height of 4 inches and width of 6 inches. Print outs of digital photographs are not acceptable. If digital images are the only source of images, ensure that the image has a minimum resolution of 1600 pixels in TIFF format. Send the images on a CD. Each figure should have a label pasted (avoid use of liquid gum for pasting) on its top left corner with the running title, top of the figure and the legends of the figure. Do not write the contributor/s' name/s. Do not write on the back of figures, scribbles, or other markings.
- The Journal reserves the right to crop, rotate, reduce, or enlarge the photographs to an acceptable size.

## Protection of Patients' Rights to Privacy

Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the informant (or parent or guardian, wherever applicable) gives informed consent for publication. Authors should remove patients' names from the manuscript. The journal abides by ICMJE guidelines:

- 1) Authors, not the journals nor the publisher, need to obtain the patient consent form before the publication and have the form properly archived with the cover letter or sent through email to editorial or publisher offices.
- 2) If the manuscript contains patient images that preclude anonymity, or a description that has obvious indication to the identity of the patient, consent should be indicated in the manuscript.

## Sending a revised manuscript

The revised version of the manuscript should be submitted online in a manner similar to that used for submission of the manuscript for the first time. The "First Page" or "Covering Letter" file while submitting a revised version. When submitting a revised manuscript, contributors are requested to include a point clarification at the beginning in the revised file itself. In addition, they are expected to mark the changes as underlined or colored text in the manuscript.

## Reprints and proofs

Journal provides no free printed reprints. Authors can purchase reprints, payment for which should be done at the time of submitting the proofs.

## Publication schedule

The journal publishes articles on its website immediately on acceptance and follows a 'continuous publication' schedule. Articles are compiled for the next issue.

## Manuscript submission, processing and publication charges

The journal does not charge for submission and processing of the manuscripts.

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## Checklist

### Covering letter

- Signed by all contributors
- Previous publication / presentations mentioned
- Source of funding mentioned
- Conflicts of interest disclosed

### Authors

- Last name and given name provided along with Middle name initials (where applicable)
- Author for correspondence, with e-mail address provided
- Number of contributors restricted as per the instructions
- Identity not revealed in paper except title page (e.g. name of the institute in Methods, citing previous study as 'our study', names on figures)

etc.)

### **Presentation and format**

- Double spacing
- Margins 2.5 cm from all four sides
- Page numbers included at bottom
- Title page contains all the desired information
- Running title provided (not more than 50 characters)
- Abstract page contains the full title of the manuscript
- Abstract provided (structured abstract of 250 words for original articles, unstructured abstracts of about 150 words for all other manuscripts)
- Key words provided (three or more)
- Introduction of 75-100 words
- Headings in title case (not ALL CAPITALS)
- The references cited in the text should be after punctuation marks, in superscript with square bracket.
- References according to the journal's instructions, punctuation marks checked
- Send the article file without 'Track Changes'

### **Language and grammar**

- Uniformly American English
- Write the full term for each abbreviation at its first use in the title, abstract, keywords and text separately unless it is a standard unit of measurement
- Numerals at the beginning of the sentence spelt out
- Check the manuscript for spelling, grammar and punctuation errors
- If a brand name is cited, supply the manufacturer's name and address (city and state/country).
- Species names should be in italics

### **Tables and figures**

- No repetition of data in tables and graphs and in text
- Actual numbers from which graphs drawn, provided
- Figures necessary and of good quality (colour)
- Table and figure numbers in Arabic letters (not Roman)
- Labels pasted on back of the photographs (no names written)
- Figure legends provided (not more than 40 words)
- Patients' privacy maintained (if not permission taken)
- Credit note for borrowed figures/tables provided
- Write the full term for each abbreviation used in the table as a footnote

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