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## **INSTRUCTIONS TO THE AUTHORS FOR PUBLICATION IN BJ KINES-NATIONAL JOURNAL OF BASIC & APPLIED SCIENCE**

BJ Kines-National Journal of Basic & Applied Science is a biannually (June–Dec) publication of the **B. J. Medical College Development Society**. Original articles, case reports, review articles, short communications and letter to editor are invited for preclinical, paraclinical and clinical studies related to health, ethical and social issues relating to various aspects of medical science and Medical Education.

### **1. SUBMISSION OF MANUSCRIPT**

The authors are requested to submit electronic version (Microsoft word .doc or. docx) of the manuscript by e-mail to The Editor (BJKINES) at [editorbjkines@gmail.com](mailto:editorbjkines@gmail.com).

Accepted papers will be acknowledged and processed further, if the papers are rejected, the decision will be communicated to the corresponding author but the manuscripts will not be returned. Acceptance or rejection of the manuscript would be decided after the decision of editorial team. Acceptance or rejection of the manuscript for publication in journal would be informed to corresponding author shortly from the date of submission.

**Copyright form:** Upon acceptance of an article, authors will be asked to transfer copyright. This transfer will ensure the widest possible dissemination of information.

**Informed Consent:** The papers comply with the clinical trials informed consent should be obtained from the participants or human healthy volunteers or Patients or in the case of minors the consent should be obtained from the parents. This should be indicated in the article in the method section.

**Ethics:** Studies reporting the experiments on human subjects and animals, procedures should be followed standard guidelines and authors should indicate whether the procedures followed as the guidelines and ethical standards. The study should be obtained the ethical clearances from the ethical committee. Author should indicate the ethical clearance number or project / proposal approval number in the method section. If needed by the journal editorial board the authors should produce the copy of ethical clearance.

**2.** In case any one author has **conflict of interest** with institution or product that is mentioned in the manuscript that should be disclosed in a separate statement with the signature of the author.

### **3. PREPARING A MANUSCRIPT**

Manuscripts should be prepared as word processing documents on A4, size paper, leaving a liberal margin (2 cm) on all four sides which should be in single-column format. The manuscript should be typed single-spaced throughout including references and tables. All figures and tables should be in the text. However, do use **bold** face, *italics*, subscripts, superscripts etc. When preparing tables, use plane table.

**Fonts:** Times New Roman and point size should be 12.

The authors are requested **not to** include their name, addresses or mobile no. anywhere except title page. The title of the manuscript is to be put in three places: title page, abstract page, first page of manuscript before introduction.

Only standard abbreviations are to be used. In case of nonstandard abbreviation, give its expansion in parenthesis at its first mention. Avoid abbreviation without expansion in the title of the manuscript.

The authors are requested to use following tenses of English while writing the manuscript: Abstract - past tense. Introduction - mainly in present tense. Materials and methods - past tense. Results - past tense. Legends - present tense. Conclusions - present tense. In the Discussion part of the manuscript, the tenses used are variable as follows: Established concepts or facts – present tense. When specific reference is cited – past tense. When referring to the result in a table or figure – present tense.

The manuscript of **original article** should have been written in the following order: Title page, Title, Abstract (maximum **250** words), Key words (3-5), Introduction, Materials and Methods, Results, Discussion, Conclusion and References (**Vancouver system**). Maximum **word count** for the text part of original article can be **up to 3000** excluding abstract and references.

The case report should have the following in order: Title page, Title, Abstract (maximum **150 words**), Key words (3), Introduction, Case report with figures, Discussion, Conclusion if any and References. Maximum **word count** for the text part of the case report can be **up to 1500** excluding abstract and references.

### **I** **TITLE PAGE:**

The title page includes the following:

- Title of the manuscript.
- Names of authors with designations, affiliated institutions, postal address, e-mail address, and mobile number.
- **Address for correspondence:** The corresponding author's address should be given in the title page. The fax number (if available) may be mentioned. The e-mail ID of the corresponding author must also be provided.
- Total no. of pages, photographs and tables.
- Word count for abstract.
- Word count for the text (excluding abstract and references).
- A short title (**running title**) for the manuscript.
- **Acknowledgements**  
Acknowledge only persons who have contributed to the scientific content or provided technical support. Sources of financial support should be mentioned.

### **II** **ABSTRACT AND KEY WORDS**

It must start on a new file carrying the following information:

(a) **Title** (without authors names or affiliations)

**(b) Abstract body-** It should be typed as a **single paragraph** with 250 words for original articles and 150 words for case reports excluding the title and the key words. The abstract must be concise, clear and informative rather than indicative. The abstract must be in a structured form consisting of background & aims, Material & methods, results and conclusions briefly explaining what was intended, done, observed and concluded. Authors should state the main conclusions clearly and not in vague statements.

**(c) Key words-** Provide 3-5 keywords which will help readers or indexing agencies in cross-indexing the study. The words found in title need not be given as key words.

### **III BLINDED ARTICLE**

It must start on a new file carrying the following information:

**Subdivision - numbered sections:** Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2 ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to "the text". Any subsection may be given a brief heading. Each heading should appear on its own separate line.

#### **A. INTRODUCTION**

(All headings: Lowercase and bold, Reference numbers should be cited as superscript),  
(Times New Roman 12 font size)

It should start on a new page. Essentially this section must introduce the subject and briefly say how the idea for research originated. Give a concise background of the study. Do not review literature extensively but provide the most recent work that has a direct bearing on the subject. Justification for research aims and objectives must be clearly mentioned without any ambiguity. The purpose of the study should be stated at the end. It should not exceed 500 words.

#### **B. MATERIAL AND METHODS**

(All sub-headings: Lowercase and bold, Reference numbers should be cited as superscript),  
(Times New Roman 12 font size)

(a). There should be mention about ethical clearance for the study whenever applicable. (b). Place / region of the study and period/duration of study are to be mentioned. (c). The materials used should be clearly stated (subjects, specimens, equipments). (d). The inclusion and exclusion criteria are to be mentioned. (e). The methods should include exact experiments performed and procedures followed. (f). The statistical test used for analysis of the data is to be mentioned (g). The metric system of weights and measures should be used.

#### **C. RESULTS**

(All sub-headings: Lowercase and bold, Reference numbers should be cited as superscript),  
(Times New Roman 12 font size)

The statistical significance of the study is to be mentioned. The results should be stated concisely without comments. It should be presented in logical sequence in the text with appropriate reference to tables and/or figures. The data given in tables or figures should not

be repeated in the text. The same data should not be presented in both tabular and graphic forms. Simple data may be given in the text itself instead of figures or tables. Avoid discussions and conclusions in the results section.

#### **D. DISCUSSION**

(All sub-headings: Lowercase and bold; Reference numbers should be cited as superscript), (Times New Roman 12 font size)

This section should deal with the interpretation, rather than recapitulation of results. It is important to discuss the new and significant observations in the light of previous work. Discuss also the weaknesses or pitfalls in the study. New hypotheses or recommendations can be put forth.

Avoid unqualified statements and conclusions not completely supported by the data. Repetition of information given under Introduction and Results should be avoided. The lacunae and limitations of the study can be mentioned.

#### **E. CONCLUSION:**

The conclusion should correlate with aims and objectives of the study. It should be derived from data of the present study only. Conclusions must be drawn considering the strengths and weaknesses of the study.

#### **F. REFERENCES**

(Reference numbers should be cited as superscript in manuscript), (Times New Roman 12 font size)

The references in list should be numbered consecutively in the order in which they are first mentioned in the text (Vancouver style). References should be cited in the text by Arabic numerals in superscript without any bracket for example <sup>1, 2, 3</sup>. The superscript should be before the full stop if it occurs at the end of a sentence. It is not required to type the initials of the authors when quoting their names in the text part. The years of their work can be mentioned in the text part only if relevant. Please do not list any reference which is not mentioned in the text. Please make sure that all the references cited in the text are included in the list of references. It is desirable to include few recent references of **last 5 years**.

#### **The formats for writing references with examples:**

##### **a. Journal articles:**

**Format:** (i). Name/s of the author/s. (ii). Title of the article. (iii). Journal title. (iv). Year of the publication. (v). Volume no. (Issue no.) (vi). First and last page no.

**e.g.:** Moss RL, Dimmitt RA, Barnhart DC, Sylvester KG, Brown RL, Powell DM, et al. Laparostomy versus peritoneal drainage for necrotising enterocolitis and perforation. N Engl J Med. May 2006;354(21):2225-34.

##### **b. Books:**

**Format:** (i). Name/s of the author/s. (ii). Name of the chapter. (iii). In: Name/s of the editor/s. (iv). Full title of the book. (v). Edition and volume no. (vi). Name and place of

publishers. (vii). Year of publication. (viii). First and last page no.

e.g.: Standering S; Gray's anatomy. Lungs. The anatomical Basis of clinical Practice, 40th edition, Elsevier Churchill Livingstone, Philadelphia, London 2008, pp 1177-1181

c. **Web page:** [This reference can not be more than two per each manuscript].

Format: (i). Author/s (if available). (ii). Title of the page. (iii). Web address of the page as appears on the page. (iv). [Date accessed].

#### **4. TABLES**

Each table must be self-explanatory and presented in such a way that they are easily understandable without referring to the text. It should be typed with single spacing and numbered consecutively with Arabic numerals. Provide a short descriptive caption above each table with foot notes and/or explanations underneath. The number of observations, subjects and the units of numerical figures must be given. It is also important to mention whether the given values are mean, median, mean  $\pm$  SD or mean  $\pm$  SEM. All significant results must be indicated using asterisks. Appropriate positions for the tables within the text may be indicated.

#### **5. IMAGES**

Please include the photographs in the manuscript with proper title and labelling. Kindly avoid including pictures with copyright downloaded from Internet.

##### **Labelling of photographs:**

(i). All labels should contrast well with the background. (ii). The serial no. of photograph should be put in the left lower corner inside the photo with large font. (iii). All letters in inside labelling should be large enough to be visible after reduction of the size of the photo to fit into the width of the printed column of a journal page. (iv). All inside labelling should be at least 3mm away from the margins of the photo. (v). The heads of arrows used for labelling should be directed towards the structure not towards the label.

#### **6. REVIEW ARTICLES**

These should contain title page, summary (need not be structured) and key words. The text proper should be written under appropriate sub-headings. The authors are encouraged to use flowcharts, boxes, cartoons, simple tables and figures for better presentation. The total number of text words should not exceed 5000 and the total number of figures and tables should not be more than 10.

#### **7. SHORT COMMUNICATIONS**

The manuscript should not be divided into sub-sections. It may have up to 1200 words (including a maximum of 5 references) and one figure or one table.

#### **8. CASE REPORT**

A case report should have at least one of the following characteristics to be published in the Journal:

- Special interest to the clinical research community

- A rare case that is particularly useful to demonstrate a mechanism or a difficulty in diagnosis
- New diagnostic method
- New or modified treatment
- A text that demonstrates relevant findings and is well documented and without ambiguity

The manuscript should contain: abstract of no more than 250 words, 3 to 6 key words, the text may be divided into sections with appropriate titles and subtitles (Abstract, Keywords, Introduction, Case study, Discussion, conclusion, Recommendation, limitation, Acknowledgment, References), no more than 20 references (without exceptions), table and figures should place at appropriate place (with figure no. / table no and title). Text part of the case report can be **up to 1500 words** excluding abstract and references

### **9. LETTER TO THE EDITOR**

A letter can have a maximum of 800 words (including a maximum of 4 references) with one simple figure or table. The manuscript should not have sub-sections.

**10.** The authors are instructed not to reproduce portions of an article verbatim from some other journals without citing them as references. While quoting a sentence as a reference from some other article, it is desirable to **paraphrase** the wordings. Please avoid including figures, diagrams, graphs or photographs from already published article without prior permission from the original authors.

### **11. PLAGIARISM**

Plagiarism is the copying of ideas, text, data and other creative work (e.g. tables, figures and graphs) and presenting it as original research without proper citation. Plagiarism is a serious violation. We define plagiarism as a case in which a paper reproduces another work with at least 20% similarity and without citation. If evidence of plagiarism is found before or after acceptance or after publication of the paper, the author will be offered a chance to defend his\her paper. If the arguments are not found to be satisfactory, the manuscript will be retracted and Authors found to have been guilty of plagiarism will no longer have papers accepted for publication in Journal.

### **12. MANUSCRIPT EVALUATION PROCESS**

Receipt of the manuscript will be duly acknowledged by the Editor-in-Chief to the author. A preliminary evaluation will be done by the editorial team considering the eligibility and adherence of the prescribed style and format of the journal. Eligible manuscripts will be sent to two expert reviewers without revealing the identity of the authors. The reviewers' feedback and comments will then be forwarded to the authors for necessary corrections and modifications if any. After receiving the corrected version, the acceptance of the manuscript will be decided by the editorial team in consultation with the reviewers.

**13. AUTHOR FEES**

The entire journal issue are available online free of cost from the web site of BJKines.

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**Dr. Hansa Goswami**

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