SUMMARY OF REQUIREMENTS

Type the manuscript double-spaced, including title page, abstract, text, acknowledgments, references, tables and legends for illustrations. Each manuscript component should begin on a new page, in the following sequence: title page, abstract and keywords, text, acknowledgments, references, tables (each table, complete with title and footnotes, on a separate page), and legends for illustrations.

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Readers of primary source periodicals deserve to be able to trust that what they are reading is original, unless it is clearly stated that the article is being republished by choice of the author and editor. The bases of this position are international copyright laws, ethical conduct and cost-effective use of resources.

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Use double spacing throughout, including title page, abstract, text, acknowledgments, references, tables, and legends for illustrations. Begin each of the following sections on separate pages: title page, abstract and key words, text, acknowledgments, references, individual tables, and legends. Number the pages consecutively, beginning with the title page. Type the page number in the upper or lower right-hand corner of each page.

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The title page should carry the following: (a) the title of the article, which should be concise but informative; (b) the preferred given name, initials and last name of each author, with the highest academic degree(s) and the institutional affiliation; (c) the name of the department(s) and institution(s) to which the work should be attributed; (d) disclaimers, if any, (e) the name and address of the author responsible for correspondence about the manuscript; (f) the name and address of the author to whom requests for reprints should be addressed or a statement that reprints will not be available from the authors; (g) the source(s) of support in the form of grants, equipment, drugs or all of these; and (h) a short running head or foot line (no longer than 40 characters, counting letters and spaces), placed at the foot of the title page and identified.

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All persons designated as authors should qualify for authorship. The order of authorship should be a joint decision of the co-authors. Each author should have participated sufficiently in the work to take public responsibility for the content.

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The second page should carry an abstract (of no more than 150 words for unstructured abstracts or 250 words for structured abstracts). The abstract should state the purposes of the study
or investigation, basic procedures (selection of study subjects or laboratory animals, observational and analytic methods), main findings (specific data and their statistical significance, if possible) and the principal conclusions. Emphasize new and important aspects of the study or observations.

Below the abstract provide, and identify as such, 3 to 10 key words or short phrases that will assist indexers in cross-indexing the article and that may be published with the abstract. Use terms from the medical subject headings (MeSH) list of Index Medicus; if suitable MeSH terms are not yet available for recently introduced terms, present terms may be used.

TEXT

The text of observational and experimental articles is usually — but not necessarily — divided into sections with the headings Introduction, Methods, Results and Discussion. Long articles may need subheadings within some sections, especially Results and Discussion, to clarify their content. Other types of articles, such as case reports, reviews and editorials, are likely to need other formats. Authors should consult individual journals for further guidance.

Introduction

State the purpose of the article. Summarize the rationale for the study or observation. Give only strictly pertinent references, and do not review the subject extensively. Do not include data or conclusions from the work being reported.

Methods

Describe clearly your selection of the observational or experimental subjects (patients or laboratory animals, including controls). Identify the methods, apparatus (manufacturer's name and address in parenthesis) and procedures in sufficient detail to allow other workers to reproduce the results. Give references to established methods, including statistical methods (see below); provide references and brief descriptions for methods that have been published but are not well known; describe new or substantially modified methods, give reasons for using them and evaluate their limitations. Identify precisely all drugs and chemicals used, including generic name(s), dosage(s) and route(s) of administration.

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When reporting experiments on human subjects indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) and with the Helsinki Declaration of 1975, as revised in 1983. Do not use patient's names, initials or hospital numbers, especially in illustrative material.

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Describe statistical methods in enough detail to enable a knowledgeable reader with access to the original data to verify the reported results. When possible quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals).

Avoid sole reliance on statistical hypothesis testing, such as the use of p values, which fails to convey important quantitative information. Discuss eligibility of experimental subjects. Give details about randomization. Describe the methods for and success of any blinding of observations. Report treatment complications. Give numbers of observations. Report losses to observation (such as dropouts from a clinical trial). When possible, references for study design and statistical methods should be to standard works (with page numbers stated) rather than to the papers in which the designs or methods were originally reported. Specify any general-use computer programs used.

Put general descriptions of methods in the Methods section. When data are summarized in the Results section specify the statistical methods used to analyze them. Restrict tables and illustrations to those needed to explain the
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Present your results in logical sequence in the text, tables and illustrations. Do not repeat in the text all the data in the tables or illustrations: emphasize or summarize only important observations.

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ACKNOWLEDGEMENTS

At an appropriate place in the article (title-page footnote or appendix to the text; see the journal's requirements) one or more statements should specify the following: (a) contributions that need acknowledging but do not justify authorship, such as general support by a department chair; (b) acknowledgments of technical help, (c) acknowledgments of financial and material support, specifying the nature of the support: and; d) financial relationships that may pose a conflict of interest.

Persons who have contributed intellectually to the paper but whose contributions do not justify authorship may be named and their function or contribution described — for example, "scientific advice." "critical review of study proposal," "data collection" or "participation in clinical trial." Such persons must have given their permission to be named. Authors are responsible for obtaining written permission from persons acknowledged by name, because readers may infer their endorsement of the data and conclusions.

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Number references consecutively in the order in which they are first mentioned in the text. Identify references in text, tables and legends for illustrations by Arabic numerals in parenthesis. References cited only in tables or in legends should be numbered in accordance with a sequence established by the first identification in the text of the particular table or illustration. Use the style of the examples that follow, which are based, with slight modifications, on the formats used by the US National Library of Medicine in Index Medicus. The titles of journals should be abbreviated according to the style used in Index Medicus. Consult List of Journals Indexed in Index Medicus, published annually as a separate publication by the library and as a list in the January issue of Index Medicus.

Try to avoid using abstracts as references; unpublished observations and personal communications may not be used as references, although references to written, not oral, communications may be inserted (in parenthesis) in the text. Include among the references papers accepted but not yet published; designate the journal and add "in press" in parenthesis. Information from manuscripts submitted but not yet accepted should be cited in the text as "unpublished observations" (in parenthesis).

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Examples of correct forms of references follow.
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  Shishido A. Retraction notice: Effect of platinum compounds on murine lymphocyte mitogenesis [Retraction of Alsabti EA, Ghalib ON, Salem MH. In: Jpn J Med Sci

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- Newspaper article
  Rensberger B, Specter B: CFCs may be destroyed by natural process. The Washington Post 1989 Aug 7; Sect A:2(col 5).

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Type each table double spaced on a separate sheet. Do not submit tables as photographs. Number tables consecutively in the order of their first citation in the text and supply a brief title for each. Give each column a short or abbreviated heading. Place explanatory matter in footnotes, not in the heading. Explain in footnotes all nonstandard abbreviations that are used in each table. For footnotes use the following symbols, in this sequence: *, §, ¶, **, §§, etc.

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