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# INSTRUCTIONS TO AUTHORS

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**The JCPSP agrees to accept manuscripts prepared in accordance with the “Uniform Requirements submitted to the Biomedical Journals” published in the British Medical Journal 1991; 302:334-41, printed in the JCPSP-Vol.3 No.2, April - June, 1993 and updated and reprinted in July, 2003, Vol 3 (7).**

## INSTRUCTIONS TO AUTHORS

All material submitted for publication should be sent exclusively to the Journal of the College of Physicians and Surgeons, Pakistan. Work that has already been reported in a published paper or is described in a paper sent or accepted elsewhere for publication should not be submitted. However, a complete report following publication of a preliminary report, usually in the form of an abstract, or a paper that has been presented at a scientific meeting, if not published in full in a proceedings or similar publication, may be submitted. Press reports of meetings will not be considered as breach of this rule, but such reports should not be amplified by additional data or copies of tables and illustrations. In case of doubt, a copy of the published material should be included with a manuscript to help the editors decide how to deal with the matter.

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The material submitted for publication may be in the form of an Original research, a Review Article, Special article, Commentary, Short communication, a Case Report, Recent Advances, New techniques, Debates, Book/CDs Review on Clinical/Medical Education, Adverse Drug Reports or a Letter to the Editor. Original articles should normally report original research of relevance to clinical medicine, and may appear either as papers or as short communications. The paper should be of about 2000 words, with no more than six tables or illustrations; short communications should be of about 600 words, with one table or illustration and no more than five references. Clinical case reports and brief or negative research findings may appear in this section. Review article should consist of structured overview of some relatively narrow topic providing background and recent development with reference of original literature. An author can write a review article only if he/she has written a minimum of three original research article and some case reports on the same topic.

Letters should normally not exceed 400 words, have no more than 05 references, and be signed by all the authors; preference is given to those that take up points made in contributions published in the journal. Obituaries should be of about 250 words. Editorials are written by invitation.

Authors should keep one copy of their manuscript for reference, and send three copies (laser copies or inkjet, photocopies are not accepted) to the Managing Editor, Journal of the College of Physicians and

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Each manuscript should include a title page (containing e-mail address, fax and phone numbers of the corresponding author), abstract, text, acknowledgements (if any), references, tables, and legends. Each component should begin on a new page, in the following sequence: title page; abstract and atlas three key words; text; acknowledgements; references; tables (each table, complete with title and footnotes, should be merged in the manuscript); and legends for illustrations.

The manuscript should be typed in double spacing on 8 1/2" X 11" (21.5cm X 28.0 cm) white bond paper with one inch (2.5cms) margin on both sides. It should not exceed 20 pages, excluding tables and references. There should be no more than 40 references in an Original Article and no more than 60 in a Review Article. If prepared on a word processor / computer, the diskette, properly protected, or CDs should be sent with the manuscript.

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Tables and illustrations should be merged within the text of the paper, and legends to illustrations should be typed on the same sheet. Tables should be simple, and should supplement rather than duplicate information in the text; tables repeating information will be omitted. Each table should have a title and be typed in double space without horizontal and vertical lines on an 8 1/2" X 11" (21.5 X 28.0 cms) paper. Tables should be numbered consecutively with Roman numerals in the order they are mentioned in the text. Page number should be in the upper right corner. If abbreviations are used, they should be explained in footnotes and when they first appear in text. When graphs, scattergrams, or histograms are submitted, the numerical data on which they are based should be supplied. All graphs should be made with MS Excel and be sent as a separate Excel file even if merged in the manuscript. For scanned photographs highest resolution should be used.

## S.I. UNITS

System International (S.I) Unit measurement should be used. All drugs must be mentioned in their generic form. The commercial name may,

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however, be mentioned within brackets, if necessary.

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Figures and photographs should only be sent when data cannot be expressed in any other form. They must be unmounted, glossy prints in sharp focus, 5" X 7" (12.7X17.3 cms) in size. They may be in black and white or in color. Negatives, transparencies, and X-ray films should not be submitted. The number of the figure, the name of the author(s) should be printed on the back of each figure/photograph. The top of the figure must be identified by the author. These figures and photographs must be cited in the text in consecutive order. Legends must be typed on the same paper. Legends for photomicrographs should indicate the magnification, internal scale and the method of staining. Photographs in published articles will not be returned.

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References should be numbered in the order in which they are cited in the text. At the end of the article, the full list of references should give the names and initials of all authors (unless there are more than six when only the first six should be given followed by et al). The authors' names are followed by the title of the article; title of the journal abbreviated according to the style of the Index Medicus (see "List of Journals Indexed," printed yearly in the January issue of Index Medicus); year volume and page number; e. g.: Hall, RR. The healing of tissues by CO<sub>2</sub> laser. Br J. Surg: 1971;58:222-225. Reference to books should give the names of editors, place of publication, publisher, and year. The author must verify the references against the original documents before submitting the article.

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Every paper will be read by at least two staff editors of the editorial board. The papers selected will then be sent to one or more external reviewers. If statistical analysis is included, further examination by a statistician will be carried out.

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Abstracts of original article should be in structured format with following sub-headings:

i. Objective. ii. Design. iii. Place & duration of study iv. Patients & Methods. v. Result vi. Conclusion. Four elements should be addressed: why did you start, what did you do, what did you find, and what does it mean. Why did you start is the objective. What did you do constitutes the methodology and could include design, setting, patients or other participants, interventions, and outcome measures. What did you find is the results, and what does it mean would constitute your conclusions. Please label each section clearly with the appropriate sub-headings. Structured abstract for an original article should not be more than 250 words.

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## **DISCUSSION**

The author's comment on the results, supported with contemporary references, including arguments and analysis of identical work done by other workers. A summary is not required. Brief acknowledgment may be made at the end.

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