

St. Paul's Hospital Millennium Medical College

Millennium Journal of Health (MJH)

Manuscript preparation guideline

Guidelines for authors: Short version

Millennium Journal of Health (MJH) is a peer reviewed official journal of St Paul's Hospital Millennium Medical College.

MJH publishes original articles, reviews, brief communications, commentaries, book reviews, case reports, special issues, corrections, editorials, letters, and perspectives. Beyond the type of manuscripts, the scope of the journal is global, with especial focus on health issues of low- and middle-income countries. Authors are recommended to read the full **PDF** version for detailed information before submission.

Before submitting a manuscript:

Before submitting articles to MJH for publication, authors are highly advised to read the overall editorial policy of the journal and the guidelines below. The specific requirements of MJH are summarized below and in the **editorial policy**.

All manuscript submissions to MJH will be screened against the Crosscheck database using plagiarism detector software.

Preparing manuscript:

MJH exercises mainly expository and descriptive writing style in all the section of a manuscript with little plus persuasive type in the discussion section. As the editors and peer reviewers are not responsible to make grammatical edits or rewriting the manuscript, the corresponding author has to make sure that it is written in clear and concise English.

It is the corresponding authors' responsibility to make sure that each co-author has read the manuscript before submission for peer review and before publishing the reviewed article. All contributors should disclose any conflict of interest before submitting the manuscript. Figures, Illustrations and/or Tables borrowed unchanged, adapted, or modified should get permission from the copyright owners, and need to be clearly noted.

Cover letter

Cover letter should provide the title and statement that the manuscript has not been published and is not under consideration by another journal. It should also include brief description of the research, why it is important, and why readers would be interested in

it, Contact information for all authors and any conflict of interest to be disclosed. Limit the cover letter to one page ([See cover letter template format](#)).

Title page:

The title is the first impression the researcher makes with his/her manuscript to readers. Thus, the title should be concise, informative and attractive with probably some suspense to get the attention of readers. The content of the title may speak about research design and outcome variable. The length of the Title should not exceed 25 words with a running title of not more than 10 words.

Examples:

"A versus B in the treatment of C: a randomized controlled trial";

"Is X a risk factor for Y? A case control study";

"What is the impact of factor X on subject Y: Meta-analysis and systematic review."

Do not start the title with the following redundancy prone words “ (Investigation of...”, “Assessment of...”, “Evaluation of...”, “Analysis of...”, “A research), ...” and like add little value to the title as research by its nature is all about these.

Authors should also list the full names, institutional addresses and email addresses of all authors. If a collaboration group should be listed as an author, the Group name can be listed as an author. The names of the individual members of the Group can be included in the Acknowledgment section. However, the corresponding author should be indicated with complete contact address.

Authors should identify the type of manuscript in the title page as original article, meta-analysis, case report etc.

Abstract:

Describe the context, objective, study setting and design, statistical analysis used, main findings and conclusions with the single most important recommendation. The abstract should be started in a new page.

MJH upper word count limit for the Abstract section is 300 words. There should not be any abbreviation in the Abstract section and do not cite references, Tables and Figures. Avoid phrases like “...are described”, “...is discussed”, “...is explained” in the abstract

section. Abstract need to stand alone in terms of giving the highlight information presented in the text.

Reports of randomized controlled trials should follow the Consolidated Standards of Reporting Trials (**CONSORT**) extension for abstracts.

The overall structure of the abstract for observational or experimental studies includes:

- **Background:** Should state the context and purpose of the study with the primary research question/objective.
- **Methods:** Has to give an emphasis to the study design and statistical tests used.
- **Results:** Need to highlight the main findings pertinent to the set objective.
- **Conclusions:** Should be made based on the main finding and may infer potential implications. It is important to show the clinical relevance for basic-science articles.
- **Trial registration:** For clinical trials only, the registration number and date of registration should be stated.

Note that the full title of the manuscript must be repeated on the Abstract page header.

Keywords:

Five to seven (3-5) keywords representing the main content of the article need to be listed in alphabetical order.

The main body of the manuscript:

The main body of the manuscript needs to be structured and headed by: **background, methods, results, discussion, study limitations, conclusion and recommendations references, Tables and Figures.** are included in the last three paragraphs of the discussion section. Figures, Pictures, Illustrations and Tables should not be embedded in the text and all should be placed after the references and each should have a separate page or a separate file.

Original article and brief communication: The sequence of section for original article and brief communication should be in the following order: Title page, Abstract, Background, Methods, Results, Discussion, Acknowledgments (if any), References, Tables in numerical sequence (if any), Figures in numerical sequence (if any), and appendices (if any).

Systematic review and meta-analysis: follow the same sequence with the exception in the detail of the Methods section (Search strategy, inclusion criteria and study selection, data extraction, operational definitions, data analysis).

Case Reports: should be presented as Title page, Abstract, Introduction, Case description, and Discussion. Case reports can be rare cases, eye catching and clinical challenges providing a learning point for the larger audience.

Commentaries: may vary with the subject matter interested in.

Background:

The Background section should provide a summary of the existing literature (Knowledge) and the significance (added value/contributions) of the current study to the existing body of knowledge.

Organizing the literature review as background information, preferably from general to specific, from international to national data, or synthesizing the information thematically is acceptable. Specific to experimental studies, authors need to state their hypothesis in the background section.

Methods:

The methods section should describe the study design well using standard methodological terms, the study setting, the source and sample population studied, the characteristics of study participants or description of materials, the primary and secondary outcome measures in the first few paragraphs. The type of statistical analysis and the computer package used, including a power calculation when it is appropriate, has to be well described.

The methods should also show a clear description of all processes, interventions and comparisons. Drug names should be generic. When proprietary brands are used in research, include the brand names in parentheses. The standard scientific names writing should be maintained (start with capital letter for genus name and small letter for species name).

All measurements (length, height, weight, and volume) have to be reported in metric units (meter, kilogram, or liter) or their decimal multiples. Temperatures should be reported in degrees of Celsius ($^{\circ}\text{C}$) and blood pressures in millimeters of mercury.

Similarity, all laboratory measurements should be reported in the International System of Units (SI). Percentages need to be rounded to one decimal place.

Cross-sectional, case-control, and cohort studies should conform to the **STROBE** panel format. Randomized controlled trials should follow the twenty-five-item checklist developed by the **CONSORT Group**. Meta-analyses and systematic reviews should conform to the **PRISMA** Statement criteria.

Results:

The results should be presented in text and, if the study is quantitative, in Tables and Figures. Results should be presented in a logical order, starting with socio-demographic data (if any) and/or the main finding of the current study. Highlight only important data from the Tables and Figures in the text. All quantitative data described in the result section should be put in absolute numbers with percentages in brackets.

The findings of the study, if appropriate, including results of statistical analysis must be well described in words and in number. In the first paragraph, demographic findings may be discussed.

Tables, Figures and illustrations should have complete information to stand alone and be self-explanatory. Limit the number of columns and rows in a Table to 8 and 12, respectively (Table length crossing a page is not attractive for readers). One or more of the following symbols can be used to further explain the content in the Table (*, †, ‡). The full term of abbreviations used in the Table must be documented below the Table. Tables can be prepared as Portrait or Landscape form.

Discussion:

Discussion should start by describing the main finding of the study in words—a brief synopsis of key findings. It should be followed by discussing the implications of the current findings in context of existing evidence—what is added in the existing body of knowledge. Only the concept of other findings as well needs to be mentioned in the discussion section. Repeating the quantitative results in the discussion is a redundancy, and should be avoided. Extensive citation and discussion of published literature (extending the background to the discussion) is also a malpractice and should be avoided.

The limitations of the study, conclusions and recommendations need to be described and stated here. You may state a hypothesis that may give some clue for further investigation on that specific matter.

Formatting the text:

Manuscripts should be prepared and submitted in a Word document. MJH uses American English spelling as standard for uniformity in all published articles. Use 12-font Arial, double space between lines with no indent between paragraphs. Apply automatic page numbering function and line numbers to number the pages from cover page to the last one. Species names should be in italics to give emphasis. Statements copied from another work must be put in quotation mark (“”) and the source should be mentioned.

Abbreviations and symbols:

Generally, abbreviations are not recommendable. When they are important, they should be defined at first mention and need to be used consistently over the course of the whole text. Abbreviation that occurs before the Background section, in the Tables and Figures heading are not acceptable. Symbols (like: &, @, :-, Q, Δ and others) are not acceptable. Similarly, short form of writings (like: i.e, n’t, b/n, Rx, and others) are not acceptable.

Footnotes: Footnotes and endnotes are not acceptable except in table footnotes.

Manuscript length:

The word count of the text, excluding the Title page, Abstract, References, Figures and Tables, is summarized in Table below.

Type of article	Abstract	Abstract word count	Maximum word count of the text	Maximum Figures and Tables number	Maximum references number
Meta-analysis	Structured	300	3000	6	100
Systematic review/ Literature review	Structured	300	4000	6	100
Original article	Structured	300	4000	6	50
Brief communication	Structured	250	1500	3	20
Commentaries	Plane	250	1500	3	20

Case reports	Plane	150	1200	3	15
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Citation and referencing:

The citation should follow the Vancouver style with superscript numbering in sequential order after the full stop.

Example: The finding in this study is consistent with the finding in X and Y studies.^{1,2}

All references must be numbered and must be cited in the text in ascending numerical order.

Listing of a reference to a journal should include authors' name(s) and initial(s) separated by commas, full title of the article, correctly abbreviated name of the journal, year, volume number, issue number or supplement number (# Suppl) or special issue (# spec), and first and last page numbers. Up to six authors' initial name with or without et al can be listed. Punctuation marks should be carefully checked.

The titles of manuscripts should be abbreviated according to the style used in PUBMED/MEDLINE (www.ncbi.nlm.nih.gov/nlmcatalog/journals).

Example:

1. Berhan Y, Haileamlak A. The risks of planned vaginal breech delivery versus planned Caesarean section for term breech birth: A meta-analysis including observational studies. *BJOG* 2016; 123 (1): 49–57.
2. Ryan M, Ryan SJ. Chronic inflammatory demyelinating polyneuropathy: considerations for diagnosis, management, and population health. *Am J Manag Care* 2018; 24(17 Suppl): S371-S379.

Books with chapter authors used as reference should be referenced as: Up to six chapter author(s) name and initial(s) with or without et al, section title, In: book title, edition/volume number, publisher/company name, year published, pages. For books with no section/chapter author, up to six authors' initial name with et al, book title, edition/volume number, publisher/company name, year published, pages.

Example:

1. Gastaut, H. Classification of status epilepticus. In: Status epilepticus mechanisms of brain damage and treatment advances in neurology. vol 34. Raven Press, New York; 1983: 15–35.
2. Roberts KB, Tomlinson JDW. The Fabric of the Body. 2nd edition, Oxford: Clarendon; 2002: 10-28.

Web references are also acceptable provided that the full URL is given/copied and pasted, and the date when the reference was last accessed is mentioned. All other information (Authors or Organization name, title) should be complete. If available, citing the DOI makes the source accessible and more credible.

Example:

1. Berhan A, Berhan Y. Virologic Response to Tipranavir-Ritonavir or Darunavir-Ritonavir Based Regimens in Antiretroviral Therapy Experienced HIV-1 Patients: A Meta-Analysis and Meta-Regression of Randomized Controlled Clinical Trials. PLoS ONE 2013; 8(4): e60814. Accessed in Oct 2018 from: doi:10.1371/journal.pone.0060814.
2. Ethiopian Health and Nutrition Research Institute. Food composition table for use in Ethiopia Part IV. Ethiopian Health and Nutrition Research Institute (EHNRI) and Food and Agriculture Organization of the United Nations (FAO), 1998, Addis Ababa, Ethiopia. Accessed in March 2013 from: www.worldagroforestrycentre.org/

Personal communications and unpublished data should be placed NOT in the list of references, but in the text in parentheses, given name, date and place where the information was gathered or the work carried out.

Guide for preparation of figures

Figures should be numbered in the order they appear in the text, and uploaded in same order. Multi-panel figures (those with parts a, b, c, d etc.) should be submitted as a single composite file. Figures should be uploaded in the correct orientation. Figure titles (maximum 15 words) and legends (maximum 300 words) should be provided in the main manuscript. Figure keys should be incorporated into the graphic. Each figure should be closely cropped to minimize the amount of white space surrounding the illustration. Individual figures should not exceed 10 MB.

It is the responsibility of the author(s) to obtain permission from the copyright holder to reproduce figures (or tables) previously published. Permission should be indicated in the figure legend, and the original source included in the reference list.

Figure file types; MJH accept the following file formats for figures: EPS (suitable for diagrams and/or images), PDF (suitable for diagrams and/or images), Microsoft Word (suitable for diagrams and/or images, figures must be a single page), PowerPoint (suitable for diagrams and/or images, figures must be a single page), TIFF (suitable for images), JPEG (suitable for photographic images, less suitable for graphical images), PNG (suitable for images), BMP (suitable for images), CDX (ChemDraw - suitable for molecular structures).

Figure size and resolution

Figures may be resized during publication.

Figures should be designed such that all information, including text, is legible. All lines should be wider than 0.25 pt when constrained to standard figure widths. All fonts must be embedded.

Guide to prepare Table

Tables should be numbered and cited in the text in sequence using Arabic numerals (i.e. Table 1, Table 2 etc.). Tables less than one A4 page can be placed in the appropriate location within the manuscript.

Tables larger than one A4 page can be placed at the end of the document text file. Please cite and indicate where the table should appear at the relevant location in the text file.

Larger data sets or tables too wide for A4 or Letter landscape page can be uploaded as additional files.

Tabular data provided as additional files can be uploaded as an Excel spreadsheet (.xls) or comma separated values (.csv).

Table titles (maximum 15 words) should be included above the table, and legends (maximum 300 words) should be included underneath the table.

Tables should not be embedded as figures or spreadsheet files, but should be formatted using 'Table object' function. Color and shading may not be used. Parts of the table can be highlighted using superscript, numbering, lettering, symbols or bold text, the meaning

of which should be explained in a table legend. Commas should not be used to indicate numerical values.

Preparing Additional file

Authors can provide datasets, tables, movies, or other information as additional files.

All Additional files will be published along with the accepted article. Do not include files such as patient consent forms, certificates of language editing, or revised versions of the main manuscript document with tracked changes. Such files, if requested, should be sent by email to the journal's editorial address, quoting the manuscript reference number.

Results that would otherwise be indicated as "data not shown" should be included as additional files. Please do not link to data on a personal/departmental website. Do not include any individual participant details. The maximum file size for additional files is 20 MB each. Each additional file should be cited in sequence within the main body of text. If additional material is provided, please list the following information in a separate section of the manuscript text: File name (e.g. Additional file 1), File format including the correct file extension for example .pdf, .xls, .txt, .pptx (including name and a URL of an appropriate viewer if format is unusual).

Authorship:

Authorship should be for substantial contribution in the professional work of the research, starting from generating the research idea and synthesis of the literature to engagement with in-depth analysis and write up of the manuscript, as per the recommendation of the **ICMJE**.

The order of list of authors should be with the agreement of all the authors and is the responsibility of the corresponding author to follow the agreed upon order by the team with description of the level of participation and qualification for authorship as described in **ICMJE**. After submission, the order cannot be changed without written consent of all co-authors.

Use of inclusive and restrictive language:

Authors have to avoid marginalizing, offensive, misrepresentative words, convey stereotype messages or evoke existing stereotypes. Rather, it is advisable to entertain diversity, use gender-neutral terms unless specified, convey respect to all people, and to be community sensitive.

As research reports should not be very persuasive, there is no need to overemphasize or exaggerate the findings of the study. Authors should also be careful in generalizing their research findings to the larger population.

Research ethics:

For primary studies involving humans, authors should make sure that their research protocol has been approved by a recognized institutional review board and appropriate consent is secured before data collection. The registration number and date of registration of controlled research trials should be described in the methods section. Manuscripts reporting studies involving human participants, human data or human tissue must, therefore, include a statement on ethics approval and consent (even where the need for approval is waived) before submitting. It is important to mention “Not applicable” for studies those do not involve humans, human data or tissue.

Acknowledgement:

Acknowledgement is mainly for those individuals who technically or financially supported the research work. It should be in a separate section after the discussion section and before the reference list.

Author’s contribution, competing interest, Funding and Data availability

The authors should report the contribution of all authors, any conflict of interest by all authors, source of the research fund and data availability.

Submitting manuscript:

Manuscripts should be submitted only through the **ScholarOne electronic submission system**. Since the electronic submission system is designed for authors’ stepwise response, it is not possible to jump to the next step before responding to the compulsory

requests in each page. All sections of the manuscript (text, Tables, Figures and any artwork) should be submitted electronically.

. Anything impossible for electronic version submission through the ScholarOne system needs ahead communication to the editorial office. Authors can follow their manuscript status by logging in to the ScholarOne submission system.

Submission checklist:

1. The manuscript is prepared conforming the MJH policy and guidelines.
2. The word count of the title, abstract and text is within the journal's maximum limit.
3. The full Title of the manuscript is repeated in the Abstract page of the manuscript
4. Keywords are listed in alphabetical order.
5. The title of Tables and legends of Figures is complete/describing the content, study area and year of study.
6. Tables and Figures are placed after the reference list or provided as a separate file.
7. Figures and Table citations in the text match with the names provided. Similarly, all references listed are cited in the text in ascending order.
8. 'Spell check' and 'grammar check' is done.
9. No abbreviation is used in the title and abstract. All abbreviations are initially defined and consistently used.
10. Punctuation marks in the reference listing are checked.
11. Page numbers are put at the bottom of each page starting from the Title page.
12. No identity of the authors is revealed with the exception of the Title page.
13. The registration number and date of registration of controlled research trials is described.

Online Submission:

Once the checklist is complete, the corresponding author needs to register and login to the **online submission website**. Registration is mandatory for all online submissions. The registered author will be automatically provided username and password. Authors are advised to contact the editorial office via **email** for any problem encountered during registration or submission.

Submitted manuscripts that are not as per the “**guidelines for authors**” of this journal will be returned to the authors for correction

Review process:

MJH exercises a double blind review process; thus, authors should remove all possible identifiers from the body of the manuscript by restricting all identifiers on the cover page. Authors should also do all the best to hide their identity when citing their own previous research works as well. Never use first person singular or plural when you are citing your work as a reference.

Authors have to be assured that final decision is made after several in house consultations. Therefore, the decision will be final.

Accepted manuscript for publication:

All accepted manuscripts would be copy edited for grammatical and typographical errors by professional language editors. Galley proofs will be sent to the corresponding author for final touch (if any) before accepting for publication. At this stage, the corresponding author has to be prompt in responding within the given time. For all articles ready for publication, the corresponding author is requested to complete an **'Article Publishing Agreement'**, detailed in the editorial policy of the journal.