

TMSS Medical College Journal (TMCJ)

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Phone: 051-61830, 01775-316617
e-mail: editortmcjournal@gmail.com, Web: www.tmcjournal.org, www.tmssmedicalcollege.com

TMSS Medical College Journal (TMCJ)

INFORMATION FOR AUTHORS

Submission of Manuscripts

Papers are accepted for publication with an understanding that they are submitted solely to the journal of 'TMSS Medical College Journal' and are subject to peer review and editorial revision. The statement, views and opinions expressed in the articles are those of the author(s) and are not necessarily those of the editor or publisher. Manuscripts should be accompanied by a cover letter from the author who will be responsible for correspondence. In case of multiple authors, the cover letter should contain a statement that the manuscript has been seen and approved by all the authors. Two copies of the manuscript should be sent to Executive Editor, TMSS Medical College Journal.

General Instructions

- ▶ Article must be within 5 years of research work.
- ▶ Authors of research work should be of relevant fields.
- ▶ Type manuscripts double-spaced, on a good quality A4 sized paper, including references, figures with legends and tables on one side of the page only.
- ▶ Use Times New Roman 11 sized font.
- ▶ Leave a margin of 1-inch on all sides of the page. Beginning with abstract page, all the pages (including pages containing tables, figures and references) will contain page numbers at the lower right hand corner.
- ▶ Cite each reference in text in numerical order and list in the reference section.
- ▶ Begin each component of the manuscript with a new page in the sequence of (i) Title page with author information, name of the department(s) and institutions to which the work should be attributed, name and address of the author with post code responsible for correspondence and requests for reprints (ii) Acknowledgements (iii) Abstract page (iv) Text (v) References (vi) Tables (vii) Figures with legends, for illustrations.
- ▶ Present the text in the sequence of Introduction, Methods & Materials, Results and Discussion.
- ▶ Use SI units of measurements (for blood pressure use mm of Hg).
- ▶ Define Statistical methods in method section of the paper.
- ▶ Use standard abbreviations, the full forms of which should precede in its first use in the text
- ▶ As a general rule, articles should not exceed 10-12 pages. Too much large volume manuscripts will not be accepted for publication
- ▶ With two copies of manuscript (hard copy), submit an electronic version (soft copy) composed in Microsoft Word 97-2007 format in a CD.

Title page with author information (first page, but do not number).

Text page must include:

- ▶ Full title of the article not exceeding 50 characters with three to five key words for use as indexing terms and as running title for use on top of the text pages
- ▶ Author's names, highest academic degree, affiliations, and complete address for correspondence including Fax number, telephone number, and E-mail address.

The acknowledgments pages (Second page, but do not number)

- ▶ List all sources of funding for the research, plus substantive contributions of individuals. (Note: If the article is published, this section will be printed at the end of the text).

Abstract page (First numbered page)

- ▶ Do not cite references in the abstract. Be concise (250 words, maximum).
- ▶ Limit use of acronyms and abbreviations. Abbreviations must be defined at the first mention.

- ▶ The abstract should be a total of about 250 words maximum. Abstract should cover Background and Purpose (description of rationale for study); Methods (brief description of methods); Results (presentation of significant results); and Conclusion (succinct statement of data interpretation) in separate headings.

The Text

The following are typical main headings:

Introduction, Materials and Methods, Results, Discussion and Conclusion

- ▶ **Introduction:** Summarize the rationale for the study with pertinent references. The purpose(s) of the study should be clearly stated.
- ▶ **Materials and Methods:** Identify type of study and describe the study subjects and methods used. Provide methods of statistical analysis, Cite reference(s) for standard study and statistical methods. Describe new or modified methods. Identify apparatus (with name and address of manufacturer) used. Generic names of drugs must be given. Manuscripts that describe studies on humans must indicate that the study was approved by an Institutional Ethical Committee and that the subjects gave informed consent. Add statistical analysis.
- ▶ **Results:** Present only important results/observations in logical sequence in the text, tables or illustrations with relevant statistics.
- ▶ **Discussion:** Emphasize new and important results and the conclusions that follow including implications and limitations. Relate observations to other relevant studies.
- ▶ **References:** Accuracy of reference data is the author's responsibility. Verify all entries against original sources, especially journal titles, inclusive page numbers, publication dates. All authors must be listed if less than six. Use et al, if more. Personal communications, unpublished observations, and submitted manuscripts must be cited in the text as "([Name(s)], unpublished data, 20XX)." Abstracts may be cited only if they are the sole source and must be identified in the references as "Abstract". "In press" citations must have been accepted for publication and add the name of the journal or book including publisher. Use Vancouver style, for example.
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Tables

- ▶ Each table must be typed on a separate sheet and double-spaced. The table number should be Roman, followed by a brief informative title. Place explanatory matter in footnotes. For footnotes use symbol in this sequence. *, **, t, tt" etc.

Figures

- ▶ Line drawings, photomicrographs, colour prints and halftones should be camera ready, good quality glossy prints (highest quality reproduction with 300 dpi or higher). Submit only originals of laser prints, not photocopies. A set of original figures must be submitted. Indicate figure number, short figure title on top of figure lightly in pencil. Any abbreviations or symbols used in the figures must be defined in the figure or figure legend. Legends or captions for figures should be listed on a separate page, double spaced. Keep an extra set of original figures for your records.

Editorial

Norms of Writing an Editorial

Dr. Md. Abdul Mazid, Associate Professor, Department of Surgery, TMSS Medical College, Bogura.

Background

Writing an editorial is an honor. With this honor comes a responsibility not to self promote nor to denigrate the work of others. As editorials are usually not counted as citable items, they can improve the journal's citation metrics by attracting citations themselves,¹ including by the controversial practice of excessive self-citation.^{2,3} As Singh and Singh challenge, a good editorial is not always comfortable to read, but it does set out to make the readers think⁴.

Today there are many academic journals do not carry editorials, and recently established online journals have done away with editorials. Possible explanations for this decline are that online journals don't publish proper issues at a regular interval, but instead they publish each paper as it is accepted as they want to get the information out as soon as possible. Nearly a decade ago, Ruckdeschel and Shaw wrote that there has been "a trend for some journals to skip editorials and to simply publish the article in the order accepted"⁵.

The frequency and type of editorials published depend on the aims and mission of the journal and to a certain extent, whether or not an editorial is published may be regarded as a prerogative of the editor. Some journals publish one or more editorials in every issue, while in other journals, they appear only occasionally. Editorials contribute to the character of a particular journal, and may be a means by which editors add their personal imprints onto a journal. Peh WC et al.⁶ highlight five purposes of an editorial that reflect these aspects of communication-

- Personal message from the editor to journal readers
- Commentary on a accepted article in the same issue
- Concise review on a topic of current topic (not warranting a full invited review)
- Drawing readers' attention to very recent developments or innovations
- Commentary on non-scientific topics. e.g., health policy, economics, law or ethics

The role of editorials

Editorials serve the important functions of interpreting research papers for a broader audience, contextualizing their findings, highlighting controversy, promoting discussion, stimulating further research, and facilitating changes in practice. Editorials can help highlight certain papers in the current issue of the journal which the editor thinks are outstanding or particularly innovative.

Editorials can serve many other purposes, "including critiques of original articles published in the same issue of the journal, concise reviews of topics that do not warrant a full-length invited review, and other topics on very recent developments that are deemed by the editor to be important to readers of the journal and the community"⁶.

Who writes editorials

Most editorials in medical journals are solicited from experts, thought leaders, and well-informed observers in the field. The opinions expressed in these editorials are considered independent of the editorial board, the journal, its owners, and its affiliated societies. For example, the Instructions to Authors for The Lancet clearly states that "editorials are the voice of The Lancet, and are written in-house by the journal's editorial-writing team", i.e. there is no point in submitting unsolicited editorials.

How to write an editorial

Unlike original articles, editorials do not follow the IMRAD structure for manuscript organization. Editorials should have a short title that relates to the subject of the editorial, preferably a punchy one. There is usually no abstract, subheadings, or a formal conclusion section. Most editorials do not exceed two printed journal pages in length, so the challenge is to compress the author's message into a rather tight space, and yet present his ideas in a clear and logical sequence⁶.

Examples of different journal requirements for editorials:				
Journal	Word limit	References	Tables/ figures	Unsolicited submissions*
Ann Intern Med	1,000	≤ 20	≤ 1	Will consider
BMJ	800	≤ 12	Not stated	Will consider
Med J Aust	450	≤ 10	Not stated	Discuss with editor first
NEJM	900	≤ 10	≤ 1	Will consider

*The majority are commissioned.

Editorials may also be in the form of a mini-review of a current hot topic, particularly if a full-length invited review is not warranted. Among the "big five" general medical journals, only The Lancet has indicated that their editorials represent a consensus of the editors. In most other journals, editorials are usually signed by the individual authors, and they represent the opinions of the authors alone; they do not represent the official views of the journal itself or those of the journal's owner. Only when editors write about editorial policies do they speak for the journal itself. The distinction between editorials regarding general issues and those that announce or clarify editorial policy should therefore be readily apparent.

Editorials must be written in clear but engaging language; as Gray said "A good editorial should have a quinoa effect. Love or loathe the stuff it gets a reaction"⁷. However, there is a need for caution as too much polemic will have the opposite effect. Leslie and Hemmings adopt the acronym GRACE as a guide for writing editorials⁸:

- **Gracious:** discuss strength and limitations respectfully.
- **Relevant:** provide opinions relevant to the paper and its readers.
- **Accurate:** quote the paper and literature accurately and conform to journal requirements.
- **Controversial:** express an opinion and advance the discussion in a thoughtful and provocative way.
- **Engaging:** write for a general readership, medical journalists, social media, and the public.

Huth's contention that writing an editorial is more demanding than writing a research paper and that there is indeed a format to an editorial. Contents of an editorial adapted from Huth⁹:

- Raises an issue or poses a question.
- Suggests one or more possible answers.

- Provides available evidence supporting the possible answers.
- Assesses counter evidence.
- Concludes with an answer.

Conclusion

To write an editorial for an academic journal, adhere to the journal's author guidelines and make sure your work is topical and succinct. Don't go into too much information, respect different points of view, include a contentious argument, and keep the audience in mind.

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