

Guidelines to Contributors

Contact: Dr. Annil Mahajan, Editor-in-General, "JK Science"
H. No. 42, Sector 1, Channi Himmat, Jammu- 180015, J&K, India
Tele: 9419123523(M), 9419194181(M)
E-mail: jk_science1999@yahoo.com, annil_mahajan@rediffmail.com

Scope of Journal

JK Science is a Multi-disciplinary Medical Journal. It welcomes articles from all medical specialities. It accepts Editorial (Invited only), Review Articles, Original Articles, Case Reports, Research letters, Drug Reviews & Images.

Submission of Manuscripts

- All manuscripts must be submitted on-line through the website at <https://www.jkscience.org/> or through e-mail at jk_science1999@yahoo.com or annil_mahajan@rediffmail.com.
- The submitted manuscripts that are not as per the "Guidelines" would be returned to the authors for technical corrections, before they undergo editorial/ peer-review. Generally, the manuscript should be submitted in the form of following files:

1) Title Page/Covering Letter

1. The type of manuscript (Original Article, Review Article, Case Report/Case Series, Editorial, Research letters, Drug Reviews, Images); title of the manuscript; names of all authors/ contributors (with their highest academic degrees, designation and affiliations); and name(s) of department(s) and/ or institution(s) to which the work is credited. Use Microsoft Word file saved as .doc or .docx.
2. The total number of pages, total number of photographs and word counts separately for abstract and for the text (excluding the references, tables and abstract).
3. Source(s) of support in the form of grants, equipment, drugs, or all of these.
4. Acknowledgement, if any. One or more statements should specify 1) contributions that need acknowledging but do not justify authorship, such as general support by a departmental chair; 2) acknowledgments of technical help; and 3) acknowledgments of financial and material support, which should specify the nature of the support. This should be included in the title page of the manuscript and not in the main article file.
5. Registration number in case of a clinical trial and where it is registered (name of the registry and its URL)

6. Conflicts of Interest of each author/ contributor. A statement of financial or other relations that might lead to a conflict of interest, if that information is not included in the manuscript itself or in an authors' form.
7. A statement that the manuscript has been read and approved by all the authors, that the requirements for authorship have been met, and that each author believes that the manuscript represents honest work.
8. The name, address, e-mail, and telephone number of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs.

2) Article File

1. The main text of the article, beginning from Abstract, Key Words, Body of the Manuscript or as applicable to the specific type of manuscript, References, Tables, Legend to Figures should be in this file in the specified sequence.
2. The pages should be numbered consecutively, beginning with the first page of the article file.
3. The file must not contain any mention of the authors' names or initials or the institution at which the study was done or acknowledgements.
4. Manuscripts not in compliance with the Journal's policy will be returned to the corresponding author.
5. Use Microsoft Word .doc or .docx files.

3) Images

1. Submit good quality color images.
2. Each image should be less than 2 MB in size.
3. Images can be submitted as JPEG (preferable) or TIFF files.
4. Graphs can be submitted as images separately without incorporating them in the article file.
5. Do not zip the files.
6. Legends for the figures/images should be included at the end of the article file.

- 4) **The Contributors' / Copyright Transfer Form** has to be submitted with the signatures of all the contributors via email as a scanned image.

5) Conflicts of Interest/ Competing Interests Form

It is mandatory to send the conflict of interest form for each author separately along with the main manuscript submission. Please note that the conflict of interest form is separate from the copyright transfer form.

- 6) **Copies of Permission(s)**,if any.

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|--|----------------|------------|-----------------|-----------------|-----------|-----------|----------------|
| ED | NR | NR | 800-1000 | NR | NR | NR | < 10 |
| RA | 150-200 | 3-5 | 3000 | Variable | 2 | 2 | 25-30 |
| OA | 150-200 | 3-5 | 2500 | Standard | 4 | 2 | 20-25 |
| CR | <100 | 3-5 | 800-1000 | Standard | 1 | 3 | < 10 |
| DR | <100 | 3-5 | 800-1000 | NR | 1 | 1 | < 10 |
| ED = Editorial; RA = Review Article; OA = Original Article; CR = Case Report; DR = Drug Review; NR = Not Required | | | | | | | |

Tables

1. Tables should be self-explanatory and should not duplicate textual material.
2. Tables with more than 10 columns and 20 rows are not acceptable.
3. Number tables, in Arabic numerals, consecutively in the order of their first citation in the text and supply a brief title for each.
4. Place explanatory matter in footnotes, not in the heading.
5. Explain in footnotes all non-standard abbreviations that are used in each table.
6. The tables along with their number should be cited at the relevant place in the text.
7. Tables with their titles should be included in the Manuscript File after the References Section.
8. Tables should NOT be uploaded as separate files, images or additional material.

Figures and Illustrations

1. Upload the images (Miniature photographs of x-rays, scans, tracings and clinical photographs) ONLY in JPEG (preferable) or TIFF format. The file size should be within 2MB in size while uploading.
2. Figures should be numbered consecutively according to the order in which they have been first cited in the text.
3. When you submit a COMPOSITE image consisting of several components, try to keep component images equal in size or at least maintain a symmetry of pattern - square or a rectangle.
4. Components are to be labelled as a, b, c etc. in the order that they are cited in the manuscript or the legend.
5. Use even number of component images to maintain symmetry.
6. Not to use more than 8 components in one composite image.
7. Images have to be nicely cropped to show the area of interest.
8. The photographs and figures should be trimmed to remove all the unwanted areas, specifically, all information that reveals the identity of the patient and the place of study must be masked.
9. If photographs of individuals are used, their pictures must be accompanied by a signed permission to use the photograph.
10. Plagiarized figures/images are unethical and may invoke punitive action.

11. Legends for illustrations: Type out legends (maximum 50 words) for illustrations using double spacing, with Arabic numerals corresponding to the illustrations. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one in the legend. Include Legend for Figures in the manuscript file at the end, after the References Section and Tables (if any).
12. Do not include figures in the manuscript file.
13. Final figures for print production: The Production Team may request for high-quality images if the already supplied images are suboptimal in terms of quality of reproduction. In that case, ensure that the image submitted has minimum resolution of 300 dpi or 1800 x 1600 pixels, is in JPEG or TIFF format. Send the images by e-mail.
14. The Journal reserves the right to crop, rotate, reduce, or enlarge the photographs to an acceptable size.

In-text citation

1. A number is allocated to the source in the order in which it is cited in the text. If the source is referred to again, the same number is used.
2. Use Arabic numerals in curved brackets (1,2,3,4,).
3. The in-text citation is placed immediately after the text which refers to the source being cited: e.g., darkest days ahead (1). The author's name can also be integrated into the text: e.g., Scholtz (1) or Scholtz *et al.* (1).
4. Citing more than one reference at a time: list each reference number separated by a comma, or by a dash for a sequence of consecutive numbers without any spaces. For example: (1,5,6-8).

References

1. References are to be written at the end of the article and numbered according to the citation in the text.
2. Use Vancouver system in preparing the references.

Print Journal Articles

1. Enter author's surname followed by no more than 2 initials without full stops or commas.
2. Journal Article, up to 6 authors- give all authors' names and separate each by a comma and a space.
3. Journal Article, more than 6 authors- List the first 6 authors then add *et al.*
4. Article title- Only the first word and words that normally begin with a capital letter are capitalized.
5. Journal title as abbreviations in italics without full stops or commas. The abbreviation of the titles of the journals should conform to those used in NLM Catalog, Index medicus or Excerpta medica.

6. Date of publication;volume number(issue number):page numbers as shown below in examples with no spaces in between. If the journal has continuous page numbering through its volumes, omit issue number.
7. Follow the punctuation marks carefully. Do not include unnecessary bibliographic elements such as month of publication, etc.

Examples:

1. **Journal Article, up to 6 authors**-Honavar SG, Prakash VE, Rao GN. Outcome of probing for congenital nasolacrimal duct obstruction in older children. *Am J Ophthalmol*2000;130:42-48.
2. **Journal Article, more than 6 authors** - Nakayama DK, Synder HM, Schanter L, Digray NC, Mengi Y, Goswamy HL, *et al.*Posterior sagittal exposure for reconstructive surgery for cloacal anomaly. *J PediatrSurg*1987;22:588-92.

Electronic journal articles

1. The word [Internet] in square brackets should be inserted after the abbreviated journal title.
2. The date cited [in square brackets] must be included after the date of publication.
3. The URL (web address) must be included at the end of the reference.
4. For electronic journal articles with a DOI, include the DOI (digital object identifier) at the end of the reference, after the URL.

Examples:

1. Stockhausen L, Turale S. An explorative study of Australian nursing scholars and contemporary scholarship. *J NursScholarsh* [Internet]. 2011 Mar [cited 2013 Feb 19];43(1):89-96. Available from:<http://search.proquest.com.ezproxy.lib.monash.edu.au/docview/858241255?accountid=12528>
2. Kanneganti P, Harris JD, Brophy RH, Carey JL, Lattermann C, Flanigan DC. The effect of smoking on ligament and cartilage surgery in the knee: a systematic review. *Am J Sports Med* [Internet]. 2012 Dec [cited 2013 Feb 19];40(12):2872-78. Available from: <http://ajs.sagepub.com/content/40/12/2872> DOI: 10.1177/0363546512458223

Books and book chapters

1) Print Book

1. **Personal author(s):**Author AA. Title of book. # edition [if not first]. Place of Publication: Publisher; Year of publication. Pagination. e.g., Carlson BM. Human embryology and developmental biology. 4th ed. St. Louis: Mosby; 2009. 541 p.
2. **Chapter in a book:**Author AA, Author BB. Title of chapter. In: Editor AA, Editor BB, editors. Title of book. # edition. Place of Publication: Publisher; Year of publication. p. [page numbers of chapter]. e.g., Blaxter PS, Farnsworth TP. Social health and class inequalities. In: Carter C, Peel

JR, editors. Equalities and inequalities in health. 2nd ed. London: Academic Press; 1976. p. 165-78.

2) Electronic book

1. **Personal author(s):** Author AA. Title of web page [Internet]. Place of Publication: Sponsor of Website/Publisher; Year published [cited YYYY Mon DD]. Number of pages. Available from: URL DOI: (if available) e.g., Shreeve DF. Reactive attachment disorder: a case-based approach [Internet]. New York: Springer; 2012 [cited 2012 Nov 2]. 85 p. Available from: <http://ezproxy.lib.monash.edu.au/login?url=http://dx.doi.org/10.1007/978-1-4614-1647-0>
2. **Chapter in a book:** Author AA, Author BB. Title of chapter. In: Editor AA, Editor BB, editors. Title of the book [Internet]. Place of publication: Publisher's name; Year of publication. [cited YYYY Mon DD]. p. #. [page or chapter number/s]. Available from: URL DOI [if available] e.g., Halpen-Felsher BL, Morrell HE. Preventing and reducing tobacco use. In: Berlan ED, Bravender T, editors. Adolescent medicine today: a guide to caring for the adolescent patient [Internet]. Singapore: World Scientific Publishing Co.; 2012 [cited 2012 Nov 3]. Chapter 18. Available from: http://www.worldscientific.com/doi/pdf/10.1142/9789814324496_0018

Manuscript Submission: Check List For Contributors

01. Letter of submission.
02. Copyright statement signed by all the authors.
03. Title page: Title of manuscript, Full name(s) and affiliations of author(s), Institution(s) and city(ies) from which work originated; Name, Address, Telephone & e-mail address of corresponding author.
04. Structured abstract and 3-5 key words for Original Articles & unstructured abstract for Case Reports.
05. Article proper (Double spaced with liberal margins).
06. Acknowledgements.
07. CONSORT Statement in case of reporting RCT.
08. Latest references (Vancouver style).
09. No repetition of data in tables/graphs and in text
10. Figures / Diagrams of good quality (colour).
11. Photographs appropriately marked and with legends.
12. Submission on-line through the website (<https://www.jkscience.org/>) or through e-mail (jk_science1999@yahoo.com or annil_mahajan@rediffmail.com).

Sending a Revised Manuscript

The revised version of the manuscript should be submitted online in a manner similar to that used for submission of the manuscript for the first time. However, there is no need to submit the “Title Page” or

“Covering Letter” file while submitting a revised version. When submitting a revised manuscript, contributors are requested to include, the ‘referees’ remarks along with point to point clarification at the beginning in the revised file itself. In addition, they are expected to mark the changes as underlined or colored text in the article.

Some Tips To Revise The Manuscript

01. Submit revised version through website or through e-mail.
02. Go through the comments of referees carefully.
03. Carry out all corrections.
04. Highlight the changes with some different colour in revised manuscript.
05. If your data need to be re-analysed, consult biostatistician.
06. Do not ignore any comment / remark / query of the referees.
07. If you feel a comment / suggestion by the referee is incorrect / unacceptable, reply by explaining the reasons.
08. Point-by-point explanation is must.

Proof Corrections

The corresponding author will receive an email containing a designed article. Hence a working email address must therefore be provided for the corresponding author. Its purpose is for the essential correction of errors, to check the accuracy and positioning of tables and figures and/or approval that no further corrections are required. The proof will be in PDF (portable document format). Instructions will be sent with the proof. Corrected Proofs must be returned within three days of receipt. It may not be possible to incorporate corrections received after that period.