**Covering Letter**

To,

The Editor

**Sub:** Submission of Manuscript for publication

Dear Sir,

We intend to publish an article entitled **“ ”** in your esteemed journal as an Original Article/ Review / Case Report.

On behalf of all the contributors I will act and guarantor and will correspond with the journal from this point onward.

Prior publication

Support

Conflicts of interest

Permissions

We hereby transfer, assign, or otherwise convey all copyright ownership, including any and all rights incidental thereto, exclusively to the journal, in the event that such work is published by the journal.

Thanking you,

Yours’ sincerely,

Signature

**Corresponding contributor:**

E-mail:

Phone No.

Encl:

Title Page (Including Contribution Details, Checklist)

Contributor’s form signed by all the contributors

**Title Page**

Type of article: Original / Review / Case Report

Title of the article:

Contributors

1.

2.

3.

4.

Department(s) and institution(s)

Corresponding Author:

Name

Address

Phone numbers

E-mail address

Total number of pages:

Total number of photographs:

Word counts

for abstract:

for the text:

Source(s) of support:

Presentation at a meeting:

Organisation

Place

Date

Conflicting Interest (If present, give more details):

Contribution Details (to be ticked marked as applicable):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Contributor 1 | Contributor 2 | Contributor 3 | Contributor 4 |
| Concepts |  |  |  |  |
| Design |  |  |  |  |
| Definition of intellectual content |  |  |  |  |
| Literature search |  |  |  |  |
| Clinical studies |  |  |  |  |
| Experimental studies |  |  |  |  |
| Data acquisition |  |  |  |  |
| Data analysis |  |  |  |  |
| Statistical analysis |  |  |  |  |
| Manuscript preparation |  |  |  |  |
| Manuscript editing |  |  |  |  |
| Manuscript review |  |  |  |  |
| Guarantor |  |  |  |  |

**Checklist**

**Checklist *(****to be tick marked, as applicable and attached with the manuscript)*

**Manuscript Title** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_

**Covering letter**

* Signed by all contributors
* Previous publication / presentations mentioned
* Source of funding mentioned
* Conflicts of interest disclosed

**Authors**

* Author for correspondence, with e-mail address and phone no. provided
* Number of contributors
* Identity not revealed in paper except title page (e.g. name of the institute in material and methods, citing previous study as ‘our study’, names on figure labels, name of institute in photographs, etc.)

**Presentation and format**

* Double spacing
* Margins 2.5 cm from all four sides
* Title page contains all the desired information (vide supra)
* Abstract page contains the full title of the manuscript
* Abstract unstructured provided (not more than 150 words for case reports and 250 words for original articles)
* Key words provided (three or more)
* Introduction of 150-200 words
* Headings in title case (not ALL CAPITALS, not underlined)
* References cited immediately after the text in Arabic numerals within curved brackets (1,2,3,4,)
* References according to the journal’s instructions.

**Language and grammar**

* Uniformly British English
* Abbreviations spelt out in full for the first time
* Numerals from 1 to 10 spelt out
* Numerals at the beginning of the sentence spelt out

**Tables and figures**

* No repetition of data in tables/graphs and in text
* Figures if necessary and of good quality (colour)
* Table and figure numbers in Arabic letters (not Roman)
* Figure legends provided (not more than 40 words)
* Patients’ privacy maintained (if not, written permission enclosed)

**Acknowledgement, if any**