Final checklists before you submit your article/revised version for the possible publication in the JPAHS:

- 1. Forwarding letter
- 2. Authorship
- 3. Declaration
- 4. Manuscript
- 5. Ethical Approval letter
  - If you have submitted mention document (1, 2, 3, 4 and 5) above, when you first submitted your article, then you don’t need to re-submit but if there is change in the authorship or related then you have to re-submit it.
  - Specific instructions for related HEADINGS have been mention in the "Manuscript" file.
  - Please read our published article to get an idea about the manuscript you submit from our website www.jpahs.com.np

- General outline for article presentation and format
  - Double spacing
  - Margins 2.5 cm from all four sides
  - Title page contains all the desired information (vide supra)
  - Running title provided (not more than 50 characters)
  - Abstract page contains the full title of the manuscript
  - Abstract provided (not more than 150 words for case reports and 250 words for original articles)
  - Structured abstract provided for an original article
  - Key words provided – arrange them in alphabetical order (three or more)
  - Headings in title case (not ALL CAPITALS, not underlined)
  - References cited in superscript in the text without brackets after with/without comma (,) or full stop (.)
  - References according to the journal’s instructions – abide by the rules Citing Medicine close to Vancouver system.

- Language and grammar
  - Uniformity in the language
  - Abbreviations spelt out in full for the first time
  - Numerals from 1 to 9 spelt out
  - Numerals at the beginning of the sentence spelt out
  - Use abbreviated form only after using full form when it first appears in the text except abstract.
  - Avoid repetition of same words and waste words

- Tables and figures
  - No repetition of data in tables/graphs and in text
  - Actual numbers from which graphs drawn, provided
  - Figures necessary and of good quality (colour)
  - Table and figure numbers in Arabic letters (not Roman)
  - Labels pasted on back of the photographs (no names written)
  - Figure legends provided (not more than 40 words)
  - Patients’ privacy maintained (if not, written permission enclosed)
  - Credit note for borrowed figures/tables provided
RESEARCH ARTICLE (Format)

- **Title**
  - Complete title of your article
  - Place the author info as we publish in the journal
  - Correspondence (corresponding author details with email and phone no.)
  - Mention conflict of interest if any

- **ABSTRACT**
  - Structured abstract (Introduction, Methods, Results, Conclusions and Keywords)
  - Word limit 250 words for research paper
  - 3-5 key words arranged alphabetically

- **INTRODUCTION**
  - Word limit 150 words for research paper
  - Use references at the end of the sentence i.e. after the full stop without small bracket
  - Pertinent information only

- **METHODS** (mention following things in the order of their appearance)
  - Study Design
  - Place and duration of study
  - Ethical approval and Patient consent
  - Inclusion and exclusion criteria
  - Sample Size and sampling
  - Statistical analysis and software used.

- **RESULTS**
  - Clearly present the data
  - Avoid data redundancy
  - Use table information at the end of the sentence before full stop between the small bracket

- **DISCUSSION**
  - Avoid unnecessary explanation of someone else work unless it is very relevant to the study
  - Provide and discuss with the literatures to support the study
  - Mention about limitation of your study

- **CONCLUSIONS**
  - Give your conclusion
  - Any recommendation

- **Acknowledgement**
  - Acknowledge any person or institute who have helped for the study

- **References**
  - Abide by the Citing Medicine close to Vancouver style
  - Use reference at the end of the sentence after the full stop with superscript

- **Legends**
  - Table e.g. (Table 1)
  - Figure e.g. (Figure 1)
CASE REPORT (Format)

- **Title**
  - Complete title of your article
  - Place the author info as we publish in the journal
  - Correspondence (corresponding author details with email and phone no.)
  - Mention conflict of interest if any

- **ABSTRACT**
  - Non-structured abstract
  - Word limit 150 words
  - 3-5 key words arranged alphabetically

- **INTRODUCTION**
  - World limit 100 words
  - Use references at the end of the sentence i.e. after the full stop without small bracket
  - Pertinent information only

- **CASE REPORT**
  - Avoid waste words

- **DISCUSSION**
  - Provide and discuss with the latest literatures about your case report
  - Mention about limitation of your study

- **Acknowledgement**
  - Acknowledge any person or institute who have helped for this case report if any.

- **References**
  - Abide by the Citing Medicine close to Vancouver style
  - Use reference at the end of the sentence after the full stop with superscript
  - Do not provide more than 10 references (use latest references only)

- **Legends**
  - Table e.g. (Table 1)
  - Figure e.g. (Figure 1)