

Check list - JPAHS

This checklist will be compared with the document submitted in first review and notified author if necessary.

Please fill up, save and send it to editor.jpahs@pahs.edu.np along with all required documents.

Title of the article

Name of author completing the checklist

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Date of submission

Following documents have been submitted

Forwarding letter

Authorship

Declaration

Manuscript

Ethical Approval Letter

Forwarding details in **FORWARDING LETTER** has been completed

Document filled up, printed, signed, scanned and ready to send

Signature of contribution

Previous publication and presentation mentioned (if any in separate paper)

Source of funding mentioned (if any in separate paper)

Conflict of interest disclosed (if any in separate paper)

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Name of corresponding author

Signature of all contributing author

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My manuscript type is as following and fulfills the criteria for word limit (Without abstract and reference)

Abstract of my article fulfills following criteria of word limit

Introduction of my article fulfills following criteria of word limit

References of my article fulfills following criteria

Tables and figures of my article fulfills following criteria

My article fulfills following criteria of sections in abstract (if applicable) and body and is spelled out correctly

Presentation format

Single spacing

Margins 2.5 cm from all four sides

Title page contains all the desired information (vide supra)

Title is not more than 100 characters

Title is in sentence case

Running title provided and is not more than 50 characters

Abstract page contains full title of the manuscript

Plain language summary (Upto 100 words)

Key words provided (three or more in alphabetical order, each word in small case, separated by comma and no full stop at the end)

References cited are in superscript in the text without brackets

Language and grammar

Uniformly American English (mention if you use (or British but do not mix up)

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 (Where applicable)

No repetition of data in tables/graphs and in text

Figures 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)

Credit note for borrowed figures/tables provided

Note: Please see articles published in previous edition to avoid errors

Review note from editorial (To be filled by editorial board)

Date of Review