

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.ipahs.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

Comment [jay1]: Words when removed cannot alter the meaning of a sentence

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**
 - World 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)

Comment [jay2]: Use English date in AD

Comment [jay3]: For RESEARCH article, only.

At this time we just need you have ethical approval and patient consent.

But

Ethical approval letter will be compulsory for all research article conducted after Jan, 2014. It is given by Ethical Review Board at NHRC or institutional review committee at respective institute.

IRB grant the permission of conducting research involving human and animal from Nepal Health Research Council. IRC are situated in most of the medical college and tertiary care centers in the country in Nepal.

N.B: Ethical approval letter is taken before starting a research.

Comment [jay4]: Research done with pleasant numbers like 50, 100 or 200 without any basis or without doing sample size calculation will not be entertained after January, 2010.

Sample size calculation with the procedure has to be produced.

Sampling is another important aspect to generalize your findings. For e.g. we do received randomized control trail where participants are randomized according to their appearance in the hospital like Sunday goes to control group, Monday goes to study group similarly with even and odds dates. THIS IS WRONG. It is not true randomization.

If you have to conduct a RCT follow all the guidelines for RANDOMIZED CONTROL TRAIL.

Comment [jay5]: Statistical analysis has been limited to number and percentage lately in the most of the study.

You have to use appropriate statistical tools and analyze them accordingly not merely no and %

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)

Comment [jay6]: Do not use terms like

A Case Report

You don't have to use it as it gets published in the CASE REPORT category.