



**Author Guideline  
for  
Journal of Pfect**

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## **Guideline for Original Article**

### **Original Article**

**Instruction:** Authors providing articles for Journal are requested to provide the article based on the given guideline:

### **MANUSCRIPT**

#### **1<sup>st</sup> Page: Title Page**

- Type of manuscript – Original article
- Title should be -
  - Concise, specific, and self-explanatory
  - Reflect the nature of the study including population, variable and setting
  - Not more than 12 words
  - Font: Times New Roman, Size 12
  - Capitalize the first letter followed by lowercase (E.g., Ventilator Associated Pneumonia among Patients Admitted in Intensive Care Unit)
- Authors  
First name, middle name and last name followed by designation.

#### **2<sup>nd</sup> Page: Abstract and Text**

- State with the title article (with no author name) followed by abstract and text.

#### **Abstract**

- Include full title of the manuscript
- Word Count: 150-250 words.
- Content:
  - Background – Provide the context for the study
  - Objectives – State the purpose of the research
  - Methodology- Briefly outline the methods used in the study
  - Findings – Present the major results of the research
  - Conclusion – Summarize the significance of the findings.
  - Recommendation – Suggest any practical applications or areas for future research

- Format:
  - Single paragraph using double-spaced
  - Write in past tense, using active verb and third person
  - Do not include abbreviations and citations

### **Key Word**

- Include 3-5 keywords in alphabetical order
- Format: Italicized and in Time New Roman font

### **Introduction**

Introduction should include context or background (problem and significance, what is already known about the topic and what is the gap this study aims to fill)

### **Background of the Study**

- Include the information, idea about main variables that helped to generate the problem.
- Give the historical perspective. – Give historical background of the topic and include past developments and research.
- Provide prevailing issues and causes for the topic.
- Indicate whether it is a priority problem.
- Summarize Reference data using “Funneling down” or “Zooming in” approach - (Developed to Developing/ past studies to present studies/ international to regional and national)
- Clearly state the objectives and rationale for this study
- Give the present state of knowledge & gaps that the study will fulfill.
- Briefly mention the competence of the researcher to conduct the study.
- Cite the references in Vancouver style

## **Methodology**

- Include design, setting, and population, sample size, sampling technique, data collection, instruments used, data analysis, statistical methods and ethical principles.

### **Research Design**

- Describe briefly the design chosen for the study.

### **Research setting and population**

- Describe the setting and identify the population of the study.

### **Sampling**

- Describe the method of sampling technique
- State the sample size
- Mention the inclusion and exclusion criteria (if any)

### **Instrumentation/tools**

- Mention the type of instrument used to collect data.
- Explain how instruments were developed, indicate the major content that was covered by the instruments.
- Provide reference and approval for use of any existing tool?
- Describe the method of establishing the validity and reliability of the instrument.
- Include a copy of the draft instrument in the appendix.

### **Data collection procedure**

- Describe the detail procedure that was followed in data collection.
- Mention the data collection period.
- Indicate a measures taken to ensure the data quality.

### **Ethical procedure**

- Mention all ethical principles followed to ensure confidentiality and rights of the respondents.
- Include the necessary steps taken to minimize potential risks for participants.
- Discuss additional ethical concerns when dealing with vulnerable populations.
- Include a copy of ethical approval

## **Data analysis procedure**

Mention

- Data processing - coding, classification & tabulation
- Type of statistical methods used.
- Statistical assistance if sought.

## **Results/Findings**

- Present results in logical sequence in text, tables and illustrations giving the main or most important findings first.
- Tables and figures should be numbered consecutively along with a descriptive title for each.
- It should describe the findings using not more than 8 tables &/or figures.
- Include table number, heading 1<sup>st</sup> letter should be in uppercase followed with lower case.
- Statistical Analysis: Details of statistical test used and the level of significance should be stated.

## **Discussion**

- Include main findings of the study and compare the findings of the study to other relevant study findings.
- Include the implication of findings along with limitations of the study.

## **Conclusion**

- Conclusion should be short and to the point and linked with objective/ purpose/ research question and research findings.
- Recommendation as strength may be included as needed.
- Do not keep limitation and discussion in conclusion.

## **Implication**

- Mention the conclusion drawn from the study and correlate the findings with policy making, practice and theory building.

### **Recommendation**

- Suggest areas for subsequent research on the topic.
- Include the gap in literature that should be addressed.
- Recommend specific action for improving practices and policies based on your findings.

### **Acknowledgments**

Any technical or financial support or editorial contributions (statistical analysis and English language evaluation) towards the study should appear at the end of the article.

### **References**

- List all references in Vancouver style
- Include up to 30 sources adhering to academic citation standards.

## Guideline for Case Report

### Case Report

#### Title

- Complete title of the article
- Provide the running title- not more than 50 characters
- Be short, accurate, and unambiguous giving your paper a distinct outlook.
- Begin with the subject of the study.
- Place the author info as we publish in the Journal
- Mention conflicts of interest if any

#### Abstract

The abstract should contain the essence of the whole paper and should stand alone. Be clear and concise and avoid unnecessary detail.

- Nonstructural abstract
- World limit 150 words
- 3-5 key words arranged alphabetically

#### Introduction

- World limit 100 words.
- Use reference at the end of the sentences i.e., after the full stop without small bracket
- Pertinent information only

#### Case Report

- Reason for reporting this case
- Avoid waste words
- The report should detail: What happened to the patient, the time course of event, why the particular management was chosen and its outcome.



## **Discussion**

- Provide and discuss with the latest literatures about your case report.
- Mention about limitation of your study.
- Valid written expressed consent from in case note manuscript. The identity of the patient must not be revealed by text or figures. If the figure/ picture tend to reveal the identity of the individual, it is the responsibility of the author to have explained so to the patient before submitting the manuscript.

## **Acknowledgement**

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

## **References**

- Follow Vancouver referencing style
- Do citation at the end of the sentence.
- Do not provide more than 10 references

## **Guideline for Review Article**

### **Review Article**

A review article needs to include all facets of the selected issue as well as the most recent findings and research. One kind of academic paper that synthesizes and summarizes previous research on a particular subject is a review article. Review articles offer an overview and analysis of previously published literature, in contrast to original research articles, which reveal fresh discoveries or analyses. Review articles can be written in a variety of ways, such as literature reviews, scoping reviews, meta-analyses, and systematic reviews. When looking for a thorough understanding of a specific subject, professionals, students, and researchers can all benefit from reading review articles.

The following information and learning are expected from reading a review article:

- Present the main developments and discoveries regarding the relevant subject.
- To examine the historical course of developments in the relevant subject.
- To identify, categorize and introduce the main gaps and deficiencies in the topic under discussion.
- To report current discussions and current scientific debates regarding the relevant topic.
- Provide the necessary idea about the future research of the topic under discussion.

### **Contents of a review:**

#### **Title**

The title should be short, concise, comprehensive and descriptive of all the content of the article. It should contain 12 words

- It may include the message of the article, not just its coverage.
- A longer subtitle may be an option in case a specification is Necessary.

The title should only be a question if this question remains unanswered at the time of writing.

#### **Abstract**

- The abstract should not exceed 250 words and should be structured with a background, main body of the abstract and short conclusion.
- *For systematic and best evidence reviews*, one or two sentences describe the context and intention of the review.

- One or a few sentences provide a general picture of the methodological approach. A few sentences describe main outcomes.
- One or two sentences present the conclusion (which is linked to the objectives)
- Please minimize the use of abbreviations and do not cite references in the abstract
- Key words: 3-5 words

## **Background**

The Background section should explain the background to the article, its aims, a summary of a search of the existing literature and the issue under discussion. Provides information about the context, indicates the motivation for the review, defines the focus, the research question and explains the text structure.

**Subject background.** The general topic, issue, or area of concern is given to illustrate the context.

**“Problem”.** Trends, new perspectives, gaps, conflicts, or a single problem is indicated.

**Motivation/justification.** The author’s reason for reviewing the literature, the approach and the organization of the text are described.

## **Material and Method**

Mention the method how review was performed. Systematic and best evidence reviews have a methods section. This section enables motivated researches to repeat the review. Narrative reviews do not have a methods section but should include some information about applied methods at the end of the introduction.

The material and methods section contains for example information about: data sources (e.g. bibliographic databases), search terms and search strategies, selection criteria (inclusion/exclusion of studies), the number of studies screened and the number of studies included, statistical methods of meta- analysis.

Make sure that data sources are clearly identified. Precision has first priority in the material and methods section.

## **Body (Main Part of Article)**

This should contain the body of the article, and may also be broken into subsections with short, informative headings. Also write a summary of the cases and methods of

each article. In this section, in the same way, the investigated techniques will be presented according to the presented classification. Each class of existing classifications or each section should be covered separately in the article. The leading articles or institutions in the subject under investigation are identified to analyze and investigate the problems that have not yet been solved or the existing challenges and future works.

- A coherent structuring of the topic is necessary to develop the section structure. Subheadings reflect the organization of the topic and indicate the content of the various sections. Possible criteria for structuring the topic are:
  - methodological approaches
  - models or theories
  - extent of support for a given thesis
  - studies that agree with another versus studies that disagree
  - chronological order
  - geographical location
  - Cover one idea, aspect or topic per paragraph.
  - Avoid referring to only one study per paragraph; consider several studies per paragraph instead.
  - Frequently link the discussed research findings to the research question stated in the introduction. These links create a thread of coherence in your review article.
  - Link the studies to one another. Compare and discuss these relationships.

### **Tenses:**

Three tenses are frequently used:

- Present: reporting what another author thinks, believes, writes, reporting current knowledge or information of general validity, e.g. *It is believed...*
- Simple past: referring to what a specific researcher did or found, referring to a single study, e.g. *They found...*
- Present perfect: referring to an area of research with a number of independent researchers involved, e.g. *They have found...*

## **Conclusions**

This should state clearly the main conclusions and include an explanation of their relevance or importance to the field.

Answer the research question set in the introduction.

- implications of the findings
  - interpretations by the authors (kept separate from factual information)
  - identification of unresolved questions
  - Recommendations
- Make sure to have a clear take home message that integrates the points discussed in the review. Make sure your conclusions are not simply a repeat of the abstract!

## **Acknowledgement**

- Expresses gratitude to people who helped with the literature search, the structuring of the material or in the writing process (but whose contribution is too small to justify co-authorship).
- Expresses gratitude to funding organization and specifies the funding program (often required by funding agencies)
- Full names of people and their specific contributions to the project are given.
- The name of the funding agency and program as well as the grant number and the person to whom it was awarded are mentioned.

## **References**

- The ideal review should be topical, up to date, balanced, accurate, authoritative, quotable, provocative and a good read.
- Include every reference cited in the text. Do not include additional references. Avoid secondary sources. Find the original source for the internet reference, check it has been correctly cited and cite it directly.
- Range between 50-100 references is in most cases appropriate. For narrative reviews the inclusion of all relevant, high- quality studies is the target.
- Systematic and best evidence reviews need explicit criteria for the inclusion/exclusion of studies from which they got the data.

### **Illustration/ Concept Map**

Concept maps are used in review articles to visualize the structuring of the topic, to show the relationships between studies, concepts, models or theories.

Boxes with terms or names are arranged in a two-dimensional space. Arrows are used to link boxes. Specifications of the relationship are written on the arrows.

The legend describes the concept map's content. It is specific and informative (it should be possible to understand the map without reading the full text).

## **Guideline for Medical Education**

### **Medical Education**

A perspective on undergraduate, post graduate, and continuing medical education

**Word limit:** up to 1500 words excluding an abstract of up to 150 words

#### **Content:**

Academic methods may include teaching methods, curriculum reform, training, curriculum development and evidence-based practice.

## **Guideline for Viewpoint**

### **Personal Viewpoint**

Personal Views and opinions on issues relevant to health science, aimed at raising awareness, presenting new ideas, and providing thought.

**Word limit:** Maximum 800 words (excluding references, up to 5-8)

**Content:** Articles in this section are based on issues and provide personal expert opinion



## **Guideline for Institutional Report**

### **Institutional Report**

An academic or healthcare-related report that will be beneficial to the research community.

**Word limit:** up to 1500 words excluding a summary of up to 150 words

#### **Content:**

Academic methods may include teaching methods, curriculum reform, training, curriculum development and evidence-based practice. Healthcare-related reports may include annual report of from hospital administration, reports of continuing medical education in hospitals, health camp reports and policy related articles that will help in healthcare quality.