

Pabna Medical College Journal (PMJ)

Official Journal of Pabna Medical College, Pabna, Bangladesh

GUIDELINES FOR AUTHORS

The Authors may submit articles electronically round the year following the guideline of journal. The editors reserve the right to reject articles without sending them out for review. Submitted articles should not have been previously published or be currently under consideration for publication elsewhere. Briefs and research notes are not published in this journal. Submitted articles must be within the scope of the journal. All articles go through a peer review policy.

Authors must acknowledge that they have read and agree to the content of the submitted article with an acceptable standard of good English grammar and usage.

Article Processing Charges (APC)

As an open access journal with no subscription charges, a fee (Article Processing Charge, APC) is payable by the author or research funder to cover the costs associated with publication.

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Authors must ensure that while submitting the article, it should fall under the appropriate category from the list of options:

1. **Original Research** – Original research articles should describe confirmed findings and experimental methods should be given with sufficient details for others to verify the work. The length of an original article should describe and interpret the work clearly.
2. **Article Review** – Review articles, often known as literature reviews or secondary sources, synthesize or assess primary source research. In general, they summarize the status of research in a certain area. Review articles usually focus on presenting and discussing recent developments in a field.
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Author (s) can use this list to carry out a final check of article submission before sending it to the journal for peer review process. Authors should ensure to have the following items in the article which should be available:

1. Authorship:

Authorship provides credit and bears public responsibility for a researcher's contribution to a study.

- a. *Authors Contacts:* Authors should have been designated with contact details: Full postal address, E-mail address, and ORCID or Scopus ID or provide link i.e. Google scholar etc in his/her corresponding address.
- b. *Corresponding Authors (CAs):* CAs is authors and act as a communicator between authors and the journal. CAs provides the basic requirements of articles to the Journal. Preferably CAs will be the principal author. This responsibility incorporates answering any future queries about methodology and materials. Ensure that the e-mail address is given, and the contact details are kept up to date by the corresponding author.

2. Basic Requirements for the Article- A Brief Summary:

- a. *Words Count:* Not more than 4000 words (excluding Abstract, Methods, Tables, References, and figure legends).
- b. *Page Range:* Not more than 12 pages.
- c. *Submitting File Size:* Not more than 5MB (.doc/.docx/ PDF).

- d. *Title*: Not more than 50 words.
- e. *Abstract*: Minimum of 150 words and maximum of 250 words.
- f. *Keywords*: Minimum of 3 and maximum of 5 appropriate keywords.
- g. *Font Name and Font Size*: Times New Roman, Font Size 12, single or double column with 1.5 line spacing and justified.
- h. *Figures*: Not more than 5 figures. The figures should be in 300 dpi or more.
- i. *Tables*: Not more than 8 tables. The length of the table should not be more than 01 page.
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- k. *Graphical Abstracts / Highlights files*: Optional.
- l. *Supplemental files*: Optional
- m. *Spell and Grammar*: Compulsory.
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 - i. *Conflicts of Interest/ Competing Interests*: The article should not be under Conflict of Interest.
 - ii. *Funding/ Grants/ Financial Support*: Authors should detail if any financial support received.
 - iii. *Ethical Approval and Consent to Participate*: The authors must submit a statement that the study does not require ethical approval and consent to participate with evidence.
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- p. *References*: Not more than 60 references.
- q. *Referee suggestions*: To be bestowed based on journal requirements.
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Article Format/Structure:

Article text file (ms word/pdf) should start with a title page that shows author affiliations and contact information, identifying the corresponding author with an asterisk. For the main body of the text, there are no specific requirements. It can be organized in a way that best suits the research.

Do not use 'all capital' letter in headings or subheadings, titles or subtitles.

However, the following structure will be suitable in many cases:

1. **Abstract**: Do not incorporate any references in Abstract. Verify they serve both as a general introduction to the topic and as a brief, non-technical summary of the main results and their implications.
2. **Keywords/index terms**: There should be appropriate keywords.
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5. **Results (with subheadings if applicable)**: Results should be clear and concise.
6. **Discussion (without subheadings)**: This should explore the significance of the results of

the work without repetition. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

7. **Conclusion:** The main conclusions of the study should be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.
8. **Acknowledgement:** Individuals who imparted cooperation during the research (e.g. providing language help, writing assistance, or proof reading the article, etc.) should be listed here.
9. **Figures:** Serial number of figure should be written in English numerical. Keep text in the illustrations themselves to a minimum but clearly explain all symbols and abbreviations used.
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11. **References:** Ensure that all references mentioned in the reference list are cited in the text and vice versa.

Abstract:

A concise and factual abstract is mandatory. The abstract should be structured, briefly state the intention of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. It does not require references. Also uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

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Promptly after the abstract, bestow a maximum of 6 keywords, using American spelling and avoid general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field will be eligible. These keywords will be used for indexing purposes.

Cover Letter:

The submission must also comprise a cover letter. In the cover letter, author should incorporate:

1. The affiliation, and contact information of the corresponding author.
2. The Affiliation of all co-authors.
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Methods:

If author is reporting experiments on live vertebrates (or higher invertebrates), humans or human samples, author must comprise a statement of ethical approval in the Methods

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Edit references are not copied. Therefore, it is essential that the author formats them accurately, as they will be linked electronically to external databases where feasible. So, when formatting references, ensure that:

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4. Incorporate published conference abstracts and numbered patents if authors wish.

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Examples:

Published Article in journal

Burks RT, Morgan J. Anatomy of the lateral ankle ligaments. *Am J Sports Med* 1994; 22 (1): 53-67

Books:

Alaszewski A. *COVID-19 and Risk: Policy Making in a Global Pandemic*. Policy Press; 2021.

Book chapter:

Wynick D, Bloom SR. Islet cell tumors. In: Grossman A. *Clinical Endocrinology*. Oxford: Blackwell Scientific Publications, 1992: 502-511.

Personal Author:

Adam RD, Victor M. *Principles of Neurology*. 5th Ed. New York: McGraw-Hill, 1993.

Editor(s) or Compiler(s):

Diener HC, Wilkinson M, editors. *Drug-induced headache*. New York: Springer-Verlag, 1988.

Organization as author:

Virginia Law Foundation. *The Medical and legal implications of AIDS*. Charlottesville: The Foundation, 1987.

Online Material:

Babichev SA, Ries, J. & Lvovsky, A. I. Quantum scissors: teleportation of single- mode optical states by means of a nonlocal single photon. Preprint at <https://arxiv.org/abs/quant-ph/0208066> (2002).

Website citation:

Pelc C. Prescription steroids affect brain structure, study finds. Published September 6, 2022. Accessed September 8, 2022. <https://www.medicalnewstoday.com/articles/prescription-steroids-affect-brain-structure-study-finds>.

Acknowledgements:

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The author must supply an Author Contribution Statement as described in the Author Responsibilities section.

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