

Guidelines & Instructions **Guidelines and Instructions to Authors**

The Journal MEDICAL FORUM agrees to accept manuscripts prepared in accordance with the Uniform Requirements submitted to the Biomedical Journals published in the British Medical Journal 1991;302:334-41. Revised in February 2006.

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Requirement for Submission of Manuscripts

The material submitted for publication may be Original research, Review article, Evidence based reports, Special article, Commentary, Short Communication, Case report, Recent advances, New technique, View points on Clinical/Medical education, Adverse drug reports, Letter to Editor and Guest Editorials.

- 1) 3 Hard copies of Laser Print.
- 2) 1 Soft copy on a CD.
- 3) Letter of Undertaking in which Authors Name, Address, Mobile no, Degrees, Designations, Department of Posting and Name of Institution.
- 4) All Manuscript typed in MS Word and Figures, Graphs and Charts in Corel, JPG or BMP.

The manuscript should be typed in double spacing. Begin each section or component on a new page. Review the sequence: Title Page, Abstract, Key Words, Text, Acknowledgement, References, Tables (each on separate page). Illustrations, Uncounted prints, should not be larger than 8 x 10 inches.

ORIGINAL ARTICLE

Original Article should be of 2000 Words and not more than 3000 Words, not more than 6 Tables or Figures and at least 20 References but not more than 40.

REVIEW ARTICLE

Review Article should be of 3000 Words with at least 40 References but not more than 60.

SHORT COMMUNICATIONS OR CASE REPORTS

It should be 600 Words with one Table or Figure and 5 References.

LETTER TO EDITOR

It should be 400 Words with 5 References.

TITLE OF THE ARTICLE

It should be Accurate, Effective and Represent the main message of Article.

ABSTRACT

In Original Article, It should consist of the following subheadings: Objective, Design, Place & Duration, Materials & Methods, Results, Discussion, Conclusion & Key Words. In Original Article, the abstract should not more than 250 Words.

Review Article, Case Report and other require a short unstructured abstract. Short Communications & Commentaries do not require abstract.

INTRODUCTION

The start of the introduction should be Relevant. Reasons and Importance of the study should be clear. In the subject of the paper Significant findings may be elaborated. Previous 10 years National & International literature may be reviewed and recorded in the introduction. State the purpose of the Article and summarize the rationale for the study or observation. Give only strictly pertinent References and do not include data or conclusions from the work being reported.

MATERIALS & METHODS

The Population taken for the study should be uniform and Sample selection criteria should be reliable. Inclusion & Exclusion criteria should be clearly specified. Control within the study or literature may be given. Important variable measurement criteria should be mentioned. Investigation, Procedure & Technique should be clearly described.

RESULTS

Present yours results in a logical sequence in the Text, Tables, Illustrations. Do not repeat in the text all the data in the tables or illustrations. Emphasize or Summarize only important observations. Do not duplicate data in Graphs & Tables.

DISCUSSION

Emphasize the new and important aspects of the study and conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction or Results Section. Include in the Discussion Section the implications of the findings and their limitations, including implications for future research. Relate the observations to other relevant studies.

CONCLUSION

In this link write the goals of the study but avoid unqualified statements and conclusions not completely supported by data.

RECOMMENDATIONS

When appropriate, may be included.

ACKNOWLEDGMENTS

List of all contributors who do not meet the criteria for Authorship, such as a person who provided purely technical help, writing assistance or department chair who provided only general support. Financial & Material support should be acknowledged.

REFERENCES

It should be in the **Vancouver style**. References should be numbered in the order in which they are cited in the text. At the end of the article, the full list of references should give the names and initials of all the authors. **(if the authors are more than 6, then et al should be followed after the 6th name)**. The author (s) names are followed by the title of the article; title of the journal abbreviated according to the style of the Index Medicus (see "List of Journals Indexed." Printed yearly in the January issue of Index Medicus); year volume and page

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Azhar Masud Bhatti,
Editor in Chief

number; e.g: Hall RR. The healing of tissues by CO2 laser. Br J Surg: 1971;58:222-5. (Vancouver Style).

Note to the Authors Before Submitting of Manuscript

- a) **Redundant or Duplicate Publications.**
Redundant or Duplicate Publications are publications which overlap substantially with one already published. If such publication is attempted without proper notification, author should expect editorial action to be taken. At the very least, prompt rejection of the manuscript will occur.
- b) **Acceptable Secondary Publication.**
Secondary publication in the same or another language, especially in other countries, is justifiable and can be beneficial, provided all our conditions are met.
- c) **Protection of Patient's Rights to Privacy.**
Patients have a right to privacy, which is not to be infringed. Proper informed consent should be attained from all patients in a study.

Note regarding Peer Review Policy

Every article will be read by the Editorial Staff & Board first. After this every article will be sent to one or more external reviewers. If statistical analysis is included further examination by a statistician will be carried out.

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