ANNOUNCEMENT

Beginning 1st of January 2016, MJMS will not accept new Case Reports submission via manuscript central. Thus, we encourage authors to submit Letters instead which discusses new or current medical issues supported by relevant data and references or write comments about the previous manuscripts already published in MJMS over the last 12 months.

The Malaysian Journal of Medical Sciences (MJMS) welcomes manuscripts on all aspects of medicine/health/biomedical science from any part of the world, especially developing countries. We are a proud member of World Association of Medical Editors and Council of Science Editors.

Manuscripts are considered for publication in MJMS with the understanding that they have not been published or submitted for publication elsewhere. The manuscript should be submitted via ScholarOne Manuscripts online submission system.

Please read and follow the instructions carefully. USM Press reserves the right not to accept manuscripts that are not prepared in accordance with these instructions. These guidelines are in accordance with the Uniform Requirement for Manuscripts Submitted to Biomedical Journals (October 2008 revision) of the International Committee of Medical Journal Editors.
Editorial Policies

**Authorship**

Our journal adopts the authorship criteria as stated by the International Committee of Medical Journal Editors, in which only those with substantial contributions in the research and in manuscript preparation are considered authors.

Authors are required to sign the Authorship Agreement Form when submitting a manuscript to MJMS. In addition, authors are required to identify their contributions to the work described in the manuscript. If requested to see the original data, authors must provide the data and must cooperate in obtaining and providing the data on which the manuscript is based.

**Conflicts of interest and financial disclosure**

A conflict of interest may arise when an author (or the author’s institution or employer) has financial or personal relationships that could influence the author’s decisions, work, or manuscript. All authors are required to disclose all potential conflicts of interest, including specific financial interests and relationships and affiliations (other than those affiliations listed in the title page of the manuscript) relevant to the subject of their manuscript. Please refer to the Authorship Agreement Form for more information.

Authors are expected to provide detailed information about all relevant financial interests and relationships or financial conflicts within the past 5 years and for the foreseeable future, particularly those present at the time the research was conducted and through publication, as well as other financial interests (such as patent applications in preparation), that represent potential future financial gain. Authors may do so in the cover letter submitted via ScholarOne Manuscripts.

**Funding/support and role of sponsor**

All financial and material support for the research and the work should be clearly and completely identified in an Acknowledgment section of the manuscript. The specific role of the funding organization or sponsor in each of the following should be specified: design and conduct of the study; collection, management, analysis, and interpretation of the data; and preparation, review, or approval of the manuscript.

**Copyright transfer**

Upon acceptance of an article, authors will be asked to transfer copyright by signing the Copyright Transfer Form. This transfer will ensure the widest possible dissemination of information.

If excerpts from other copyrighted works are included, the Author(s) must obtain written permission from the copyright owners and credit the source(s) in the article.
Ethical Requirements

In experiments on human subjects, authors should mention whether the methods were in agreement with the ethical standards of the responsible committee (institutional and national) and the Declaration of Helsinki (October 2008 revision). Similarly, the use of animals in research must conform to the institutional and national guidelines.

Patient consent form

When submitting a video or a photograph of a patient in which the patient is identifiable, the author must provide a Patient Consent Form signed by the patient or the patient’s parent/legal guardian.
Types of Manuscript

MJMS publishes the following types of manuscripts, each with its own formats as outlined below:

- **Editorial**
  *Brief, substantiated commentary on subjects of topical interest.*
  
  Abstracts: Unstructured, not exceeding 150 words.
  Text: Not exceeding 1200 words (excluding references, figures, and tables).
  Tables and figures: Not exceeding 2.
  References: Not exceeding 20.

- **Original article**
  *Report of original clinical or investigative laboratory research.*
  
  Abstract: Structured, not exceeding 275 words. The abstract is divided into Background, Methods, Results, and Conclusion.
  Text: Not exceeding 3500 words (excluding references, figures, and tables).

- **Review article**
  *Overview of recent researches in a particular subject area suitable for a wide audience.*
  
  Abstract: Unstructured, not exceeding 275 words.
  Text: Not exceeding 4500 words (excluding references, figures, and tables).
  References: Not exceeding 80.

- **Brief communication**
  *Description of a complete small investigation; or of new models, hypotheses, or innovative methods.*
  
  Abstract: Unstructured, not exceeding 175 words.
  Text: Not exceeding 1500 words (excluding references, figures, and tables).
  Figures and tables: Not exceeding 3.
  References: Not exceeding 20.

- **Special communication**
  *Article on an important issue in clinical medicine, public health, health policy, or biomedical research in a scholarly, thorough, well-referenced, systematic, or evidence-based manner.*
  
  Abstract: Unstructured, not exceeding 200 words.
  Text: Not exceeding 3000 words (excluding references, figures, and tables).
  References: Not exceeding 80.

- **Letters**
  *A short report of original research/clinical case(s) studies focused on interesting academic findings.*
  
  Abstract: Not exceeding 300 words
  Text: Not exceeding 1500 words.
  References: Not exceeding 15.
  Tables/Figures: Not exceeding 4 (original images).
• **Opinions and Comments to the Editor**
  Comments on articles published within 6 months in MJMS or articles of interest to the biomedical community.
  
  Text: Not exceeding 500 words.
  References: Not exceeding 6.
  Submission: Email.

• **Letters in reply**
  Reply by authors.
  
  Text: Not exceeding 500 words.
  References: Not exceeding 6.
  Submission: Email.

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Manuscript Preparation

Please note that, at the moment, we do not accept Microsoft Word 2007/2010 documents (*.docx). Please use Word’s “Save As” option to save your document as (.doc) file type. Authors should use Times New Roman/Arial, size 12, roman type, sentence case, and double spacing in the text, unless specified otherwise. Manuscripts must be submitted in English (UK) and should be prepared according to our requirements.

Each type of manuscript has its own formats; examples of published manuscript are available on our website. Authors may also consult the provided references—or other similar publications—for tips on preparing a scientific manuscript.

Failure to comply these rules will result in the manuscript not accepted for consideration for publication.

**Documents to be submitted**
1. Title page
2. Main document
3. Table (if any)
4. Artwork (if any)
5. Video (if any)
1. Title page

The title page should be submitted as a separate document from the main text. This document will not be available to reviewers as we employ a double-blind review process.

The title page should have the following information:

a. Article title (without abbreviations)
   Font style: Bold type, title case

b. Running head (a short title) of less than 50 characters

c. Authors’ names and institutional affiliations
   Font style: Bold type for names, italic type for affiliations

   Full names are required; indicate last name with SMALL CAPS. For example: Mohammed Ali JAMALUDDIN, Mei Ling CHANG, Frank WILLIAM. Full addresses (including postal code) are also required.

d. Corresponding author’s details

   The name, academic qualification, address, telephone number, fax number, and email address of one of the authors who will be responsible for all communication concerning the manuscript are required.

e. Acknowledgement

   We recommend this section to be included in the title page to maintain anonymity during the double-blinded review process (title page will not be provided to reviewers).

   All contributors who do not meet the criteria for authorship as stated by the International Committee of Medical Journal Editors, such as those who provided purely technical help or writing assistance, should be listed in the acknowledgement. Authors should also indicate if the results of this study have been presented in another form such as a poster or abstract, or at a symposium.

   All research articles should have a funding acknowledgement in the form of a sentence, with the funding agency written out in full, followed by the grant number (multiple grant numbers should be separated by comma and space. For example: This work was supported by the World Health Organization [12345ab].
2. Main document

a. Title
   Font style: Bold type, title case

b. Abstract

The length of abstract depends on the type of manuscript submitted. The abstract should state the purpose of the study, a brief description of the procedures employed, main findings, and principal conclusions; it should be a stand-alone section that can be understood without reference to the text. Footnotes, references, and subheadings must avoided.

For original articles, the abstract is structured as Background, Methods, Results, and Conclusion. For other articles, the abstract is unstructured.

c. Keywords
   Font style: Italic type

Authors must provide at least 5 keywords that characterise the main topics of the article. Use recognised vocabularies related to the disciplines discussed that are available in the MeSH thesaurus. We encourage the use of synonyms for terms provided in the article title. The keywords are to facilitate the retrieval of article by search engines; do not use terms that are too general.

d. Text

Sections and subsections

The main text is divided into the following sections:

<table>
<thead>
<tr>
<th>Original articles</th>
<th>Case reports</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Introduction</td>
<td>• Introduction</td>
<td>• As necessary by the authors</td>
</tr>
<tr>
<td>• Materials/Subjects and Methods</td>
<td>• Case Report/Series</td>
<td></td>
</tr>
<tr>
<td>• Results</td>
<td>• Discussion</td>
<td></td>
</tr>
<tr>
<td>• Discussion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Conclusion</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Long articles may need subsections clarify their content. Subheadings representing different hierarchical levels must be readily distinguished by readers. For example:

- Heading 1: Materials and Methods
  - Bold type, title case
- Heading 2: Enzymatic analyses
  - Italic type, sentence case
- Heading 3: Glutathione peroxidase assay
  - Bold type, sentence case
- Normal text: The glutathione peroxidase activity...
  - Roman type, sentence case
Listing

List may be run into the text if the items are short, simple, and form a complete grammatical sentence. For example:

The lecturer will expound on (1) glyceraldehydes, (2) erythrose, (3) arabinose, and (4) allose.

Lists that contain several levels should be set vertically. For example:

The animals were divided into the following groups:
1. Group 1: Control (0.5 mL/kg saline, p.o.)
2. Group 2: Untreated diabetic (230 mg/kg NA and 65 mg/kg STZ)
3. Group 3: Diabetic + Combination-1 (1 mg/kg Pio + 50 mg/kg Met, p.o.)
4. Group 4: Diabetic + Combination-2 (1 mg/kg Pio + 0.2 mg/kg Gmp, p.o.)
5. Group 5: Diabetic + α-tocopherol (20 mg/kg, p.o.)
6. Group 6: Diabetic + insulin (1 IU/kg, s.c.)

e. References

References should be numbered consecutively in the order in which they are first mentioned in the text (citation-sequence style). Please ensure that every reference cited in the text is also present in the reference list.

In-text citation

Identify references in text, tables, and legends by Arabic numerals in parentheses, for example: (2), (3–5). To cite a study by the author’s name, follow these examples:

One author: Sardon (5) reported a high prevalence of malaria.
Two authors: Smith and Nelson (6) reported a high prevalence of malaria.
Three or more authors: Fernando et al. (7) reported a high prevalence of malaria.

Reference list

For formatting the reference list, we recommend following the Scientific Style and Format: The CSE Manual For Authors, Editors, and Publishers or Citing Medicine: The NLM Style Guide for Authors, Editors, and Publishers.

Author is also requested to provide the digital object identifier (DOI) for each DOI-assigned citation. DOI is usually available in the bibliographic information and can be retrieved from CrossRef by using free DOI lookup or simple text queries. Please note that failure to comply with this direction may result in a delay in the manuscript publication.
Journal article

**General**

Author(s). Title of article. Journal title*. Year of publication; Volume(Issue):Pagination. DOI.

*A journal title should be abbreviated according to the style used in PubMed.


**Article with more than 6 authors**

List the first 6 authors and use “et al.” for the subsequent authors.


**Forthcoming article**

Conclude the reference with “Forthcoming” and the estimated date of publication, if available.


**Supplement or special issue**

Include the supplement or special issue number after the year of publication.


**Online journal article**

Include the medium designator, cited date, and URL as follows:

Author(s). Title of article. Journal title[medium designator]. Year of publication [cited YYYY MM DD]; Volume(Issue):pagination. DOI. Available from: URL.


**Book**

**General**

Author(s). Book title. Edition. Place of publication: Publisher; Year of publication.


**Online book**

Include the medium designator, cited date, and URL as follows:

Author(s). Book title [medium designator]. Edition. Place of publication: Publisher; Year of publication [Date of citation]. Available from: URL.


**Chapter in a book**

Authors may want to cite an identified portion of a book rather than a book as a whole. In this case, begin a reference to a contribution with information on the contribution, followed by the word “In:” and information about the book itself.

Author(s). Paper title. In: Editor(s), editors. Book title. Place of publication: Publisher; Year of publication. Pagination.

<table>
<thead>
<tr>
<th><strong>Dissertation or thesis</strong></th>
<th>General</th>
<th>Author. Title of dissertation or thesis [content designator]. Place of publication: Publisher; date.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Oviedo S. Adolescent pregnancy: voices heard in the everyday lives of pregnant teenagers [master’s thesis]. [Denton (TX)]: University of North Texas; 1995.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Conference proceeding or paper</strong></th>
<th>Conference proceeding</th>
<th>Editor(s), editors. Book title*. Conference title; Date of conference; Place of conference. Place of publication: Publisher; Year of publication. Pagination.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Conference paper</strong></th>
<th>To cite a conference paper, begin a reference to a contribution with information on the contribution, followed by the word “In:” and information about the conference itself.</th>
<th>Author(s). Paper title. In: Editor(s), editors. Book title*. Conference title; Date of conference; Place of conference. Place of publication: Publisher; Year of publication. Pagination.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Patent</strong></th>
<th>General</th>
<th>Inventor(s), inventors; Assignee’s name, assignee. Title. Patent country Document type Patent Number. Date issued.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Technical report</strong></th>
<th>General</th>
<th>Author(s). Title. Place of publication: Publisher; Year of publication. Pagination. Report number.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Newspaper article</strong></th>
<th>General</th>
<th>Author(s). Article title. Newspaper title. Date of publication:Section:Location (Column number).</th>
</tr>
</thead>
</table>
3. Table

Tables must be submitted separately from the main document. Please ensure that the table (including titles and footnotes) is complete enough to be understood without reference to the text while assuring that the table is orderly, logical, and as simple as possible. Each table should have

a. Title
Number each table sequentially, in the order in which it is mentioned in the text and assign a brief descriptive title for each table.

b. Table
Use the Table tools in Microsoft Word to construct the table; do not manually construct table columns using Tab or embed the table as an image in the text.

c. Footnotes (if any)
Assign footnotes in alphabetical order from left to right and from top to bottom. Use superscript lowercase letters, e.g., \(^{a}\)Mean (SD), \(^{b}\)Analysis of variance.

d. Abbreviation list (if any)
Expanded abbreviations are typically presented below the footnotes. Abbreviations defined in the text must be redefined as this practice allows the table to stand alone.

An example of table format suitable for MJMS is as depicted below:

**Table 3: Association of CYP2D6 alleles and PANSS scores**

<table>
<thead>
<tr>
<th>CYP2D6 Allele</th>
<th>Subtotal Positive ⁹</th>
<th>Subtotal Negative ⁹</th>
<th>Subtotal General ⁹</th>
<th>Total PANSS ⁹</th>
</tr>
</thead>
<tbody>
<tr>
<td>CYP2D6*1</td>
<td>9. 7 (3.52)</td>
<td>8. 9 (3.86)</td>
<td>20. 2 (4.46)</td>
<td>38. 7 (10. 11)</td>
</tr>
<tr>
<td>CYP2D6*4</td>
<td>9. 8 (2.75)</td>
<td>7. 3 (0.50)</td>
<td>22. 3 (5.32)</td>
<td>39. 3 (8. 42)</td>
</tr>
<tr>
<td>CYP2D6*5</td>
<td>10. 9 (2.78)</td>
<td>9. 2 (3.74)</td>
<td>22. 5 (6.26)</td>
<td>42. 6 (11. 13)</td>
</tr>
<tr>
<td>CYP2D6*10</td>
<td>9. 4 (2.63)</td>
<td>8. 8 (3.77)</td>
<td>20. 6 (4.27)</td>
<td>38. 9 (8. 96)</td>
</tr>
<tr>
<td>Duplication</td>
<td>11. 2 (5.01)</td>
<td>14. 1 (7.67)</td>
<td>24. 5 (8.76)</td>
<td>49. 8 (19. 31)</td>
</tr>
</tbody>
</table>

F statistic (df) ⁹

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>8. 1 (2.19)</td>
<td>7. 2 (0.65)</td>
<td>18. 8 (2.90)</td>
<td>34. 1 (4. 86)</td>
</tr>
<tr>
<td>Total</td>
<td>9. 6 (3.12)</td>
<td>8. 9 (3.97)</td>
<td>20. 5 (4.65)</td>
<td>39. 1 (10. 02)</td>
</tr>
</tbody>
</table>

⁹Mean (SD). ²Analysis of variance (ANOVA). NA represents samples that were amplifiable during first PCR, but genotypes were not determined during the second PCR. Samples were screened for CYP2D6*3, *4, *5, *6, *9, *10, *14, *17, and duplication gene.

More tips on creating tables are available in *The Chicago Manual of Style* and the Microsoft Office Support Center.
4. Artwork

All figures must be submitted separately, from the main document one file for each. Figures must be numbered sequentially and in the order in which they are mentioned in the text. Figure legends are needed for all figures.

Regardless of the application used, when your electronic artwork is finalised, please “save as” or convert the images to one of the following formats (note the resolution and size requirements for line drawings, halftones, and combinations given below):

<table>
<thead>
<tr>
<th>Image type</th>
<th>Example</th>
<th>Recommended format</th>
<th>Resolution and display size</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Art</td>
<td><img src="image" alt="Line Art Example" /></td>
<td>TIFF or EPS</td>
<td>1000 dpi</td>
<td>RGB</td>
</tr>
<tr>
<td></td>
<td>Lines and texts (without tonal or shaded area)</td>
<td></td>
<td>Half page = 8 cm</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Full page = 16 cm</td>
<td></td>
</tr>
<tr>
<td>Halftone</td>
<td><img src="image" alt="Halftone Example" /></td>
<td>TIFF</td>
<td>300 dpi</td>
<td>RGB</td>
</tr>
<tr>
<td></td>
<td>Continuous tone photograph (without text)</td>
<td></td>
<td>Half page = 8 cm</td>
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<tr>
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<td></td>
<td>Full page = 16 cm</td>
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</tr>
<tr>
<td>Combination</td>
<td><img src="image" alt="Combination Example" /></td>
<td>TIFF or EPS</td>
<td>600 dpi</td>
<td>RGB</td>
</tr>
<tr>
<td></td>
<td>Halftone and line art elements</td>
<td></td>
<td>Half page = 8 cm</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Full page = 16 cm</td>
<td></td>
</tr>
</tbody>
</table>

For graphs and charts, in addition to TIFF/EPS files, please submit their original, editable files (e.g., the Excel/PowerPoint).
For text in graphics, please use minimum 8 point font. Save text in illustrations as “graphics” or enclose the font. This will avoid missing fonts problem. As precaution, use “create outlines” features for fonts in vector illustration created using Adobe Illustrator/Freehand/Corel Draw. Or, only use the following fonts in your illustrations: Arial, Courier, Times, Symbol.

Please do not:

- Supply embedded graphics in your word processor (spreadsheet, presentation) document.
- Supply files that are optimised for screen use (like GIF, BMP, PICT, WPG); the resolution is too low.
- Supply images in JPEG.
- Supply files that are too low in resolution; 72 dpi web-quality graphics in which colours are not realistic, text is illegible, or images are pixelated.
- Submit graphics that are disproportionately large for the content.
- Combine figure legends and figure in a textbox or frame.
5. Video

We welcome submission of video manuscripts. Videos may be useful for demonstrating complex laboratory, surgical or medical procedures. The demonstration of the experiment must be shown in orderly fashion, including a demonstration of equipment and reagent. Researchers should be properly attired when handling animals, reagents, and chemicals.

Preferred settings of videos:

- Audio codec: AAC
- Sample audio bit rate: 128 kbit/s
- Video codec: H.264
- Video resolution: 480 vertical lines or better
- Maximum file size: 30 MB
- Format: mov, avi, mpg, mpeg, mp4, mkv, flv, wmv

The video should make a specific point; particularly, it should demonstrate the features described in the text of the manuscript. Special effects or texts are not permitted to be inserted in the video. Authors who intend to submit videos must have the necessary expertise in video post-production.
Checklist

Please refer to this list for the final checking of your article before sending it to us.

☐ Cover letter
☐ Title page
  ○ Article title
  ○ Running head
  ○ Authors’ names and affiliations
  ○ Corresponding author’s details
  ○ Acknowledgement
☐ Main document
  ○ Title
  ○ Abstract
  ○ Keywords (minimum 5)
  ○ Text
  ○ References
☐ All tables (including title and footnotes, if any)
☐ All figures (including legend, if any)
☐ All videos (if any)
☐ All necessary files are attached in the correct format
☐ Completed authorship agreement form and patient consent form (if relevant)

Double-blinded Review

Articles will be reviewed in a double-blind fashion, shielding authors’ and reviewers’ identities wherever possible. Authors should take care to remove all pointers to their own identity or to that of their institution. For example, when citing references to your own (co-) authored work(s) that could identify you to reviewers, use author-neutral text, for example, “in Chan et al. (5)’s study” instead of “in our previous study”.

PreView

A manuscript for publication will be uploaded on our website as a PreView article shortly after acceptance, provided that the authorship agreement form, patient consent form (if relevant), and copyright transfer form have been submitted.

Editing

A manuscript may be corrected for length, grammatical correctness, sentence structure, and journal style. Accepted manuscripts are edited in accordance with the Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers (7th edition). The final proof of the manuscript will be sent to the corresponding author for final checking. The author should not make any changes to the contents of the manuscript at this stage, unless instructed.

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