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Guidelines for Authors (*September 2010 revision*)

The MJMS welcomes manuscripts on all aspects of medicine/health/biomedical science from any part of the world, especially developing countries. We are members of [World Association of Medical Editors](#) (WAME) and [Council of Science Editors](#) (CSE).

Manuscripts must be submitted in English (UK). 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 to the Editor-in-Chief, Professor Jafri Malin Abdullah via Manuscript Central Online Submission System <http://mc.manuscriptcentral.com/maljms>.

MJMS is indexed in SCOPUS and we are currently being evaluated by PubMed Central and ISI (as of May 2010). Therefore, we request that authors comply with the guidelines stipulated in this document to facilitate the evaluation process. Please read and follow the instructions carefully. USM Press reserves the right to return 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 for authors

Authors are required to sign the **Authorship Agreement Form** (available on our website) 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 Disclosures

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.

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 covering letter submitted via Manuscript Central.

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

Patient consent

The author must provide *the Malaysian Journal of Medical Sciences* with a written consent signed by the patient, or the patient's parents/legal guardian, when submitting a patient video or photograph in which a patient is identifiable (**Patient Consent Form**). This form can be downloaded from our website.

Copyright Transfer

Upon acceptance of an article, authors will be asked to transfer copyright by signing the **Copyright Transfer Form** which is available on our website. 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 followed 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.

Types of Manuscripts

MJMS publishes the following types of manuscripts. Each type of manuscript has its own formats, outlined below:

- i. Editorials (E):** Brief, substantiated commentary on subjects of topical interest.
Abstracts: Not required
Text: Not more than 1200 words (excluding references and figure/table legends)
Tables and figures: not more than 2.
References: Not more than 20
- ii. Original Article (OA):** Reports of original clinical or investigative laboratory research.
Abstract: Structured and not more than 275 words
Text: Not more than 3500 words (excluding references and figure/table legends). The text of observational and experimental articles is usually (but not necessarily) divided into the following sections: Introduction, Methods, Results, and Discussion (IMRAD format).
- iii. Review Article (RA):** A review article aims to give an overview of a particular subject suitable for a wide audience. Review articles should be recent rather than a historical review of the article on the topic.
Abstract: Unstructured Abstract not more than 275 words
Text: Not more than 4500 words (excluding references and figure/table legends)
References: Not more than 80
- iv. Case Report (CR):** Brief case reports of unusual interest.
Abstract: Unstructured abstract, not more than 175 words
Text: Not more than 2000 words,
References: Not more than 10
Figures and tables: Less than 3 figures and tables

- v. **Brief Communications (BC):** A Brief Communication is suitable for recording the results of complete small investigations or giving details of new models or hypotheses, innovative methods, techniques or apparatus.
Abstract: Unstructured and not more than 175 words
Text: Not more than 1500 words
Figures and tables: Not more than 3.
References: Less than 20
- vi. **Special communications (SC):** These manuscripts describe an important issue in clinical medicine, public health, health policy, or medical research in a scholarly, thorough, well-referenced, systematic or evidence-based manner.
Abstract: A narrative (unstructured) abstract of 200 words or fewer is required.
Text: Not more than 3000 words (excluding tables, figures, or references).
References Less than 80
- vii. **Letter to the Editor (LE):** Comments on articles published within 6 months in MJMS or articles of interest to the biomedical community.
Text: Should not exceed 500 words
References: Not more than 6 references.
Submission: E-mail to mjms.usm@gmail.com
- viii. **Letters in reply (LR):** Replies by authors
Text: should not exceed 500 words
References: Not more than 6
Submission: E-mail to mjms.usm@gmail.com

Preparation of manuscript

General

- Text: Use subheadings for long articles and double-space all portions of the manuscript.
- Font: Times New Roman/Arial/Cambria, size 12pt, double-spaced, single column. Authors should number all of the pages of the manuscript consecutively, beginning with the title page, to facilitate the editorial process.
- Please note that at the moment, we do not accept Microsoft Word 2007 documents (*.docx). Please use Word's "Save As" option to save your document as (.doc) file type.

Manuscripts should be organised in the following order:

1. Title page

The title page should be sent as a **separate document** from the main text in Manuscript Central. This document will not be available for reviewers as we employ a double-blind review process. The title page should have the following information:

- a. Article title without abbreviations
- b. Authors' names and institutional affiliations: Full names are required, indicate last name with SMALL CAPS. For example, Mohammed Ali JAMALUDDIN.
- c. Contact information for corresponding authors. The name, address, academic qualification and e-mail of 1 author who is responsible for all communication concerning the manuscript are required.
- d. Acknowledgements. Because the title page will not be sent to the reviewers, we recommend this section to be included in the title page.

In addition, authors should also supply a **running title/running head** (a short title) which must be **less than 50 characters**. Authors may supply this information during submission of manuscript to MJMS via Manuscript Central or upon acceptance of article.

2. Main document

a. 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. Abbreviations, foot notes, references and subheadings should be avoided. For original articles, the abstract format is structured as **Background, Methods, Results, and Conclusion**. For other articles, the abstract format is unstructured.

b. Keywords

Authors must provide between 3 and 6 keywords that characterize the main topics of the article. Use recognized vocabularies related to the discipline discussed, such as the MeSH thesaurus <http://www.nlm.nih.gov/mesh/MBrowser.html>. We encourage the use of synonyms for terms provided in the article title; this is to aid database searches.

c. Text

Long articles may need subheadings within some sections (especially Results and Discussion) to clarify their content. Subheadings representing different hierarchical levels must be readily distinguished by readers, for example:

Heading 1	Materials and Methods
Heading 2	<i>Chemical Analyses</i>
Heading 3	CALCIUM
Normal text	xxxx xxx xxx xxx xxx

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:

The animals were divided mainly into the following groups:

1. **Group 1:** Control (0.5 mL/kg saline, by mouth, 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)

Each article has its own formats (see 'Type of Manuscripts'). For more information, please see http://www.icmje.org/manuscript_1prepare.html

d. Tables

Tables must be submitted **separately** from the main document. Tables must be numbered sequentially and in the order in which they are mentioned in the text. Tables must have brief descriptive title. Preferably, tables must be prepared according to the guides in *The Chicago Manual of Style* (15th edition), and are constructed in MS Word.

We **do not want** tables that are embedded in the text as an image. An example of table format suitable for MJMS is as depicted below.

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

	Subtotal Positive ^a		Subtotal Negative ^a		Subtotal General ^a		Total PANSS ^a	
<i>CYP2D6</i> *1	9.7	(3.52)	8.9	(3.86)	20.2	(4.46)	38.7	(10.11)
<i>CYP2D6</i> *4	9.8	(2.75)	7.3	(0.50)	22.3	(5.32)	39.3	(8.42)
<i>CYP2D6</i> *5	10.9	(2.78)	9.2	(3.74)	22.5	(6.26)	42.6	(11.13)
<i>CYP2D6</i> *10	9.4	(2.63)	8.8	(3.77)	20.6	(4.27)	38.9	(8.96)
Duplication	11.2	(5.01)	14.1	(7.67)	24.5	(8.76)	49.8	(19.31)
<i>F</i> statistic (<i>df</i>)	1.29	(4, 289)	4.44	(4, 289)	2.67	(4, 289)	3.22	(4, 289)
<i>P</i> value ^b	0.276		0.002		0.033		0.013	
NA	8.1	(2.19)	7.2	(0.65)	18.8	(2.90)	34.1	(4.86)
Total	9.6	(3.12)	8.9	(3.97)	20.5	(4.65)	39.1	(10.02)

^aMean (SD), ^bAnalysis 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.

Source : Zahari et al. (2009) *Malaysian J Med Sci.* **16(3)**:13–21.

Tips on constructing tables:

- Ensure that the table, including titles and footnotes, is complete enough to be understood without reference to the text.
- Make the table orderly, logical and simple as possible.
- For footnotes, use superscript lowercase letters, e.g. ^aMean (SD), ^bAnalysis of variance. Assign footnote letters in alphabetical order from left to right and from top to bottom.
- Expanded abbreviations are typically presented below the footnotes. Abbreviations defined in the text must be redefined if used in a table, as this practice allows the table to stand alone.

e. Figures

All figures must be uploaded **separately** from the main document in Manuscript Central. Figures must be numbered sequentially and in the order in which they are mentioned in the text. Figure legends are needed for all figures.

We accept these figure types:

- Statistical graphs, charts, and simple diagrams.
Please submit graphs and charts in their original forms, e.g. the Excel/PowerPoint file. We **do not accept** graphs and charts in **JPEG/GIF**.
- Photographic images (color photos, radiographs, ultrasound images, CT scans, MRI scans, electron micrographs, and photomicrographs).

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 requirements for line drawings, halftones, and line/halftone combinations given below):

- EPS: Vector drawings. Embed the font or save the text as “graphics”.
- TIFF: Colour or greyscale photographs (halftones): always use a minimum of 300 dpi.
- TIFF: Bitmapped line drawings: use a minimum of 1000 dpi.
- TIFF: Combinations bitmapped line/half-tone (colour or greyscale): a minimum of 500 dpi is required.

Please do not:

- Supply embedded graphics in your word processor (spreadsheet, presentation) document
- Supply files that are optimized for screen use (like GIF, BMP, PICT, WPG); the resolution is too low
- 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 pixellated.
- Submit graphics that are disproportionately large for the content
- Combine figure legends and figure in a textbox or frame

f. Videos

From 2011, we welcome videos in 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 text are not permitted to be inserted in the video. Authors who intend to submit videos must have the necessary expertise in video post-production.

g. References

Citation in text

References should be numbered consecutively in the order in which they are first mentioned in the text (**citation-sequence**) —the Vancouver style. Identify references in text, tables and legends by Arabic numerals in parentheses, for example: (2), (3–5).

List of references

For formatting end references, we recommend following the guidelines of the **Council of Science Editors (CSE)** which can be accessed through <http://library.duke.edu/research/citing/workscited/>

Journal article

The titles of journal should be abbreviated according to the style used in [http://www.ncbi.nlm.nih.gov/sites/entrez?Db=journals&Cmd=DetailsSearch&Term=currentlyindexed\[All\]](http://www.ncbi.nlm.nih.gov/sites/entrez?Db=journals&Cmd=DetailsSearch&Term=currentlyindexed[All]) or http://www.efm.leeds.ac.uk/~mark/ISlabbr/A_abrvjt.html

Piconi L, Quagliaro, Ceriello A. Oxidative stress in diabetes. *Clin Chem Lab Med.* 2003;**41(9)**:1144–1149.

If there are more than **6** authors, list the first 6 authors and use “et al.” for the subsequent authors.

Bedir A, Aliyazicioglu Y, Bilici B, Yurdakul Z, Uysal M, Suvaci DE, et al. Assessment of genotoxicity in rats treated with the antidiabetic agent, pioglitazone. *Environ Mol Mutag.* 2008;**49(3)**:185–191.

If a journal article is forthcoming, conclude the references with the estimated date of publication.

Hassan R, Aziz AA. Computed tomography imaging of injuries from blunt abdominal trauma: a pictorial essay. *Malaysian J Med Sci.* Forthcoming 2010 Jun.

Sometimes, instead of a particular volume or issue, a supplement or other part to a year instead e.g. special issue may be published. Place such supplements and parts after the date.

Kaufert JM, O'Neil JD, Koolage WW. The cultural and political context of informed consent for Native Canadians. *Arctic Med Res.* 1991;Suppl:S181–S184.

Books

Author surname Initials. Title of book. Edition. Place of publication: publisher; Year of publication.

Carlson BM. Human embryology and developmental biology. 3rd ed. St Louis: Mosby; 2004.

At times, authors may want to cite a separately identified portion of a book i.e. contribution, 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.

Anderson RJ, Schrier RW. Acute renal failure. In: Braunwald E, Isselbacher KJ, Petersdorf RD, editors. Harrison's principles of internal medicine. 15th ed. New York: McGraw-Hill; 2001. p. 1149-1155.

Dissertations and Theses

Author. Title of dissertation or thesis [content designator]. Place of publication: publisher; date.

Oviedo S. Adolescent pregnancy: voices heard in the everyday lives of pregnant teenagers [master's thesis]. [Denton (TX)]: University of North Texas; 1995.

Electronic article

Journal articles in electronic format (internet):

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

Rabbani SI, Devi K, Khanam S. Role of pioglitazone with metformin or glimepiride on oxidative stress-induced nuclear damage and reproductive toxicity in diabetic rats. *Malaysian J Med Sci* [Internet]. 2010 [cited 2010 Mar 21];17(1):3-11. Available from <http://ernd.usm.my/journal/journal/02-1710A1pioglitazone.pdf>

Article in a website:

Author(s). Title of article [Internet]. Place of publication: Publisher; Year of publication [cited YYYY MMM DD]. Available from: URL.

Peterson CL, Burton R. U.S. Health care spending: Comparison with other OECD countries. [Internet]. Washington DC (USA): Congressional Research Service; 2007 [cited 2007 Sep 17]. Available from: http://assets.opncrs.com/rpts/RL34175_20070917.pdf

For other forms of reference, please refer to the National Library of Medicine <http://www.nlm.nih.gov/pubs/formats/recommendedformats.html>

Editing

A manuscript may be corrected for length, grammatical correctness, sentence structure and journal style. Accepted manuscripts are edited in accordance with the *CSE Manual of Style*, 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.

Reference

1. Council of Science Editors. Scientific style and format. The CSE manual for authors, editors and publishers. 7th ed. Reston (VA): The Council; 2006.
2. The Chicago manual of style: The essential guide for writers, editors and publishers. 15th ed. Chicago: University of Chicago Press; 2003.
3. Uniform requirements for manuscripts submitted to biomedical journals: Writing and editing for biomedical publication [Internet]. International Committee of Medical Journal Editors; 2009 [cited 2010 May 7]. Available from: <http://www.icmje.org/>
4. Assembling a list of works cited in your paper [Internet]. Durham (NC): Duke University Library; 2009 [cited 2010 May 7]. Available from: <http://library.duke.edu/research/citing/workscited/>