

# INSTRUCTION TO AUTHORS

The Malaysian Orthopaedic Journal is the official publication of Malaysian Orthopaedic Association. It is a peer-reviewed journal that publishes reviews, articles, original research papers and case reports. The manuscripts will be blinded and reviewed by independent group of reviewers.

## Disclaimer

Though the Journal has been compiled with great care, the Malaysian Orthopaedic Journal disclaim any duty to investigate any information, procedures, design and the like which may have been described in the Journal. The appearance of any information in this Journal does not guarantee the publication is free from errors and the opinion and statements expressed do not necessarily be the endorsement of the Malaysian Orthopaedic Journal.

## Copyright

All materials accepted for publication will become the permanent property of the Journal and may not be reproduced elsewhere without the written permission of the Editor. The Malaysian Orthopaedic Journal retains the copyright in all materials published in the Journal. No part of this Journal may be reproduced and transmitted in any form, or stored in any retrieval system of any nature without the prior written permission of the Malaysian Orthopaedic Journal.

## Manuscripts

Manuscripts should be submitted electronically in Microsoft WORD for windows to our email address and images as JPEG files. The manuscript should also be submitted as hard copy (in duplicate) accompanied with a CD ROM / floppy disk containing the electronic copy of the text to our mailing address. Authors are requested to ensure that the manuscript strictly comply with the format of the Journal to facilitate editorial process.

Email address:

moa-publications@moa.home.com

Mailing address:

Hon Editor  
Malaysian Orthopaedic Journal  
19, Jalan Folly Barat,  
50480 Kuala Lumpur,  
Malaysia

A cover letter will be required in addition to the manuscript. The letter should contain the following paragraphs: "The article is original and has not been submitted to other journals for consideration. The author(s) undersigned hereby transfer all copyright ownership to the Malaysian Orthopaedic Journal". This letter should be sent together with the hard copy manuscript or sent separately in the case

of electronic submission to the mailing address of the journal. The editor may require authors to justify the assignment of authorship.

## Format of Manuscript

### General

The manuscript should be prepared on A4 size paper.. Size 12 point Times New Roman font with double-spacing are to be used throughout (including title page, abstracts, references, tables and illustrations). The margin should be 2.5 cm on all sides and the text should be left handed justified only. All pages should be numbered on the top right corner.

Measurement should use SI units. Spell out "one" to "ten" at the beginning of a sentence, and "one" at all times. Arabic numerals should be used otherwise. Each of the following manuscript components should begin with a new page.

### Title page

This component should contain the following

- Title of the article
- Author(s) name (initials and family name) followed by academic qualifications
- Author's institution in the form of footnotes
- Name and address of the corresponding author (including email and handphone numbers if available)
- Short Caption (running head) not more than 40 characters

### Abstract

- Should consist not more than 150 words.
- Both structured and unstructured abstracts can be accepted.
- For original articles, result and conclusion should be included.
- Below the abstract, provide not more than 5 keywords or short phrases to assist in cross indexing of the article.

### Introduction

- Provide only relevant information and references
- Do not review the subject extensively.
- Do not include results or conclusion of the study.
- State the purpose of the study clearly.

### Material and method

- Specify the selection of subjects or study groups clearly.
- Describe the methods, apparatus (including manufacturer's name in parenthesis) and procedures in sufficient detail to allow others to reproduce the study.
- Provide references to established methods, brief descriptions for methods that are not widely used.
- Describe new or substantially modified methods, giving reasons for using them and evaluate their limitations
- Describe the chemicals and drugs used (including generic names, dosages and routes of administration).

- Describe statistical methods used with adequate details to enable a knowledgeable reader to verify the reported results.
- When appropriate, state the experimental design and ethical approval of the institution.

### **Results**

- Present the important findings in a logical sequence.
- The result can be supplemented with tables or illustrations.
- Do not repeat all the data in the tables or illustrations. Emphasize only the important observations

### **Discussion**

- Emphasis only important findings, their implications and limitations.
- Avoid repeating in detail data provided in the results and introduction.
- Relate the observations to other relevant studies.
- Avoid statements that are not completely supported by results of the study.
- Whenever recommendations for treatment are made, the patients groups and applicable conditions must be carefully defined.

### **Conclusion**

- Link conclusions to the aim of study
- All conclusions must be supported by the results of the study
- Avoid claiming priority to work that has not been completed.

### **Acknowledgement**

- Recognise those who contributed to the study but not justified to be an author.
- State the grant awarded for the study (include grant number and name of institution / organisation).

### **References**

- References in the text should be cited each by a reference number in square brackets e.g. [1] or [2-3]  
In the reference section, the references should be numbered consecutively in the order in which they are first mentioned in the text, tables or illustrations.
- Present references in Vancouver style.
- Identify them by Arabic numerals in superscript and parenthesis
- List the first 6 authors followed by “et al”.
- Journal titles should be abbreviated in accordance with Index Medicus.
- Authors are responsible for the accuracy of references and must verify them against original documents.

### **Tables**

- Use of tables should be kept to a minimum.
- Roman numerals should be used for numbering tables (e.g. Table I, Table II).
- Present each table (with clear legend) and with caption at the TOP on a separate page.
- The content of a table should be clearly labelled so that it is comprehensive without reference to the text.
- Omit internal horizontal and vertical lines

### **Illustrations**

- Use of illustrations or diagrams should be kept to a minimum.
- Arabic numerals should be used for numbering illustrations, and present them as “Figures” (e.g. Figure1, Figure2).
- Describe each illustration on a separate page, with a meaningful caption at the BOTTOM
- All reproduced materials must have the written permission of the owner/ publisher, and it must be indicated in the legend.
- Coloured illustrations may be accepted upon request, but the author may have to bear the cost of printing.
- All lettering should be large enough to permit legible reduction of the figure to column width.
- For electronic submission,
  - o Low resolution images and graft / charts should be paste on single pages of the manuscript.
  - o Separate files of high resolution images (300 DPI or higher) should be submitted as JPEG files and named according to figure numbers (e.g. figure1, figure2a).
  - o Separate files of grafts / charts should also be submitted as excel files and named according to figure numbers (e.g. figure1, figure2a).
- For hard copy submission,
  - o Black and white glossy photoprints (18 X 12 cm) in duplicate.
  - o It should be mounted on A4 paper, numbered correctly.

### **Case Reports**

Interesting cases with unique features in the diagnosis and management will be considered for publication. Describing the outcome of treatment or survival of a rare condition is more important than reporting its distinct entity and the treatment offered.

A case report should adhere to the following guidelines

- Maximum of 1000 words excluding the abstract.
- Maximum of one table, 2 illustrations and 5 references
- Suggested components: abstract, introduction, case report and discussion, references.