INSTRUCTIONS FOR AUTHORS

A: GENERAL FORMAT OF MANUSCRIPT

Our journal online submission program will guide you stepwise through the process of entering your article details and uploading your files. The system will convert your article files to a single PDF file used in the peer-review process.

The manuscript should be prepared using size 12-point font Times New Roman throughout (including abstracts, references, tables and illustrations). The text should be "left hand" justified only. 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. Generic names of drugs should be used. For specific implants, instruments and devices, the manufacturer, city, and country should be provided in square brackets. Describe the chemicals and drugs used (including generic names, dosages and routes of administration).

All pages should be numbered on the top right corner. Each of the main section headings should begin with a new page. Other than the main section headings, subheadings are not recommended. Avoid presenting the main content of the study or report in "note form" (using bullets or numerals), except in title page, references, and listing legends for illustrations.

A1: Title page

Title page should be submitted as a separate file. All the authors will need to provide their highest academic qualifications, affiliations, and email addresses. We will contact all authors by email to confirm their participation in the study / report before we proceed with the editing process. Starting from the July 2015 issue, author's names will be published as [Family/Surname/Last name] followed by initials of [Given/First name].

https://moj.opussoft.io/

A2: Abstract

- Should consist not more than 350 words.
- Both structured and unstructured abstracts are acceptable.
- 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.

A3: 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.

A4: Material and Methods

- 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 reference to established methods, brief descriptions for methods that are not well-known.
- Describe new or substantially modified methods, giving reasons for using them and evaluate their limitations
- Describe statistical methods used with adequate details to enable a knowledgeable reader to verify the reported results.
- Ethics:
  - Although institutional ethical committee/ review board) approval is not required for publication, authors should indicate whether such an approval has been procured.
- When reporting experiments on human subjects, indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) and with the Helsinki Declaration of 1975, as revised in 1983.
- When reporting experiments on animals, indicate whether the institution's or a national research council's guide for, or any national law on, the care and use of laboratory animals was followed.

A5: Results

- Present the important findings in a logical sequence.
- The results can be supplemented with tables or illustrations.
- Do not repeat all the data contained in the tables or illustrations. Emphasise only the important observations.
- Do not attach / embed any illustrations onto the text file.

A6: Discussion

- Emphasise 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.

A7: Conclusion

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

A8: References

- Number references consecutively in the order in which they are first mentioned in the text, tables or illustrations.
- Present references in Vancouver style. References in the text should be cited each by a reference number in 'Arabic numerals' in square brackets e.g. [1] or [2-3]
- 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.
- Online reference: Author (if available), Title, URL, Access date
  - Example 1: World Health Organization (WHO): Global Index Medicus. https://search.bvsalud.org/gim/advanced/?lang=en (accessed on 5 May 2020)
  - Example 2: Deprez EE, Chen C. Medical journals have a fake news problem. Bloomberg Businessweek 2017. https://www.bloomberg.com/news/features/2017-08-29/medical-journals-have-a-fake-news-problem (accessed on 4 May 2020)
  - Example 3: Silver A. Controversial website that lists

'predatory' publishers shuts down. Nature 2017. doi: 10.1038/nature.2017.21328. https://www.nature.com/news/controversial-website-that-lists-predatory-publishers-shuts-down-1.21328 (accessed on 7 May 2020)

A9: Acknowledgement

- To recognise those who contributed to the study but Not justified to be an author.
- To state the grant awarded for the study (include grant number and name of institution / organisation).

B: CHECKLIST FOR SUBMITTING CASE REPORTS AND OTHER PAPERS

B1: 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, 3 illustrations and 5 references.
- Suggested components: abstract, introduction, case report and discussion, references.

B2: Letters to the Editor

The Journal encourages commentaries of published articles and other materials that are of general interest to the readers or medical community as a whole. Authors of original article will be invited to respond to the comments. Communications should be directed to the chief editor.

A letter to the editor should adhere to the following guidelines :

- It should not exceed 500 words
- Maximum of 3 authors for reporting of clinical experience or innovative idea

C: CHECKLIST FOR SUBMITTING ILLUSTRATIONS

C1: Tables

- Roman numerals should be used for numbering tables (e.g. Table I, Table II).
- Attach each table as a separate document, using the table number as the file name.
- The content of a table should be clearly explained so that it is comprehensive without reference to the text.
- Use of tables should be kept to a minimum.

C2: Illustrations / Figures

- Arabic numerals should be used for numbering illustrations, and present them as "Figures" (e.g. Fig. 1, Fig. 2).
- Attach each figure as a separate document, using the figure number as the file name.
- Do not use patients' names, initials, or hospital numbers, especially in illustrative material.
- Please make sure that the identity of the patients is not disclosed.
- For electronic images,
  - Higher resolution images (300 DPI or higher) should be submitted as separate files (JPEG or TIFF) and named according to figure numbers.
- Use of illustrations or diagrams should be kept to a minimum.

D: SUBMISSION CHECKLIST

- Make sure that all authors are informed that they will receive a message from the journal secretariat requesting them to confirm their status of authorship.
- Make sure that a cover letter is submitted as a separate file. The main manuscript should be anonymised, and should not contain information that may reveal the name of authors or institution.
- Illustrations (tables and figures) should not be included in the main manuscript. They should be submitted as separate files.
- Please include additional documents as attachments: Ethical approval letter, conflict of interest forms et...
- Evaluation of the submitted material will only begin after all the co-authors have acknowledged their involvements, and the article processing charge (APC) has been settled.
- Make sure that the article processing charge (APC) has been paid through one of the suggested methods. We will not consider any request for waiver of APC, and the payment is not refundable. Acceptance for publication of a scientific paper will depend on the suitability readability and scientific quality of the paper.