KPJ MEDICAL JOURNAL

AUTHOR GUIDELINES

Language of publication

1. The language for communication and publication is English only

2. The journal will not provide any editing services; it is the author's responsibility to correct the language before submitting the paper.

2. Articles with poor language may be rejected.

Authorship

If there is more than one author, all the authors must fulfill the following criteria of authorship

1. made a substantial contribution to the concept and design, acquisition of data or analysis and interpretation of data,

2. drafted the article or revised it critically for important intellectual content,

Conflict of interest:

All the authors must disclose any financial interest or any other situation that may raise the questions of bias in the work reported or the conclusions drawn from the study.

If any conflicts of interest declared by the author(s) will be communicated in a statement in the published paper

Overlapping publications

The journal accepts only those communications for publications which have not been published in part of full elsewhere. The authors must declare that the work communicated is not published/send for publication either in part or full elsewhere.

Type of articles

The Journal accepts all the articles related to Medicine, Nursing, Pharmacy, Physiotherapy, Medical Imaging/radiography, Healthcare Administration & Management, Health informatics and all other allied health sciences, priority is given to articles on multidisciplinary healthcare research.

The following categories of articles will be considered for publication

1. Research articles: reports of original research on quality of multidisciplinary healthcare practices
2. Review articles: systematic reviews, quantitative or narrative, of issues related to quality of multidisciplinary healthcare practices
3. Methods articles: informative articles about methods in quality of multidisciplinary healthcare practices, research or management
4. Quality in multidisciplinary healthcare practice: case-studies of general interest
5. Perspectives on quality: reflective articles about quality in multidisciplinary healthcare practices

The following types of submissions, which will be assessed by the editor (not peer-reviewed): may also be considered for publications

1. Editorials about current issues in quality of health and healthcare practices
2. The editor Preference will be given to letters addressing matters raised by papers published in recent issues of the Journal

General formatting

Manuscripts should be written using **_Times New Roman font_** *12* and structured as follows:

• Title page

• Abstract and key words

• Main body of text (introduction, methods, results, discussion)

• Acknowledgments

• References

• Tables

• Figures

Use double spacing throughout the manuscript, including the references and tables.

Do not use footnotes or endnotes.

The scope of the journal and the readership is multidisciplinary; the authors are requested to avoid jargon and abbreviations as much as possible.

Recommended length

For regular peer-reviewed articles, the appropriate length for the main body of the text is from 2000 to 3000 words, excluding abstract, references, tables and figures. The number of references should be 10 to 25 (more may be allowed for review articles). There should be no more than 5 tables or figures. However, brevity is not an end in itself. We will consider longer papers when a study is particularly important, and when the topic requires more extensive development.

All types of peer-reviewed publications can also be submitted as brief articles (short communications) of 1200-1500 words, 3 tables or figures, and up to 15 references.

Editorials should be up to 1000 words in length, and may contain 1-2 tables or figures, and up to 10 references.

Letters to the editor should be limited to 400 words, and up to 10 references.

Title page

Title page should include the following information:

•   Manuscript title (150 characters maximum).

•   Names and affiliations of contributing authors.

•   Correspondence details (including fax and email address) for corresponding author.

•   Word count for the abstract.

•   Word count for the text of the manuscript.

The title page should be sent as a separate file from the manuscript and given the file designation 'Title Page'. This will ensure the title page is not visible to reviewers during peer review, but that the information will be relayed to Production if your paper is accepted.

Abstract

Page 2 of the manuscript should include the title of the article followed by the abstract of up to 300 words. No information should be reported in the abstract that does not appear in the text of the manuscript. Wording should be concise and present only the essential elements. 'Telegraphic' statements without verbs are acceptable.

The abstract should be structured.

Headings for Research articles:

Objective

Design

Setting

Participants

Intervention(s)

Main Outcome Measure(s)

Results

Conclusions

Headings for Review articles:

Purpose

Data sources

Study selection

Data extraction

Results of data synthesis

Conclusion

Headings for Quality in practice articles:

Quality problem or issue

Initial assessment

Choice of solution

Implementation

Evaluation

Lessons learned

For Methods articles and Perspectives on quality articles the format of the abstract is free, but structure is recommended

Keywords

Three to six keywords or concise key phrases should be given for indexing purposes.

Text

Research papers should consist of the sequence Introduction, Methods, Results, and Discussion. For other papers the sequence should replicate the structure of the abstract.

Reporting of statistical analyses

Focus the statistical analysis at the research question.

Report simple analyses first, then only more sophisticated results.

Provide information about participation and missing data.

As much as possible, describe results using meaningful phrases (E.g., do not say "beta" or "regression coefficient", but "mean change in Y per unit of X"). Provide 95% confidence intervals for estimates.

Report the proportions as N (%).

Report most results with two significant digits (E.g., 2.1 not 2.137).

Report p values as <0.001(Highly significant), <0.01,(Moderately significant), <0.05 (Less significant)

Always include a leading zero before the decimal point (e.g., 0.32 not .32).

The authors' names should not appear within the body of the manuscript or on the figures so that author anonymity may be maintained during the review process

Acknowledgment

Contributions who do not fulfill the criteria for authorship may be named in the acknowledgment. The corresponding author is responsible for obtaining written permission of all the persons named in the acknowledgment.

Funding:

Details of the funding source(s) (if any) for the work in question should be given in a separate section entitled 'Funding'. This should appear after ACKNOWLEDGMENT section

Referencing Style

This guide describes the BMJ Vancouver referencing style, which uses a numerical approach.

With all referencing styles, there are two parts to referencing: citing, and the reference list.

Citing

When, in your work, you have used an idea from a book, journal article, etc. you must acknowledge this in your text. This is referred to as 'citing'.

Each piece of work which is cited in your text should have a unique number, assigned in the order of citation. If, in your text, you cite a piece of work more than once, the same citation number should be used. Write the number as superscript.

Citing one piece of work

Example: Recent research[1] indicates that the number of duplicate papers being published is increasing.

Citing more than one piece of work at the same time

If you want to cite several pieces of work in the same sentence, you will need to include the citation number for each piece of work. A hyphen should be used to link numbers which are inclusive, and a comma used where numbers are not consecutive.

The following is an example where works 6, 7, 8, 9,13 and 15 have been cited in the same place in the text.

Example: Several studies [6-9,13,15] have examined the effect of congestion charging in urban areas.

Citing a direct quotation

If a direct quote from a book, article etc., is used you must:

• Use single quotation marks (double quotation marks are usually used for quoting direct speech); and,

• State the page number

Example: It has been emphasised[2] (p 1) that carers of diabetes sufferers 'require perseverance and an understanding of humanity'.

Duplication of charts, diagrams, pictures etc., should be treated as direct quotes and cited as described above

Citing the author's name in your text

You can use the author's name in your text, but you must insert the citation number as well.

Example: As emphasised by Watkins[2] (p 1) carers of diabetes sufferers 'require perseverance and an understanding of humanity'.

Citing more than one author's name in your text

If there is more than one author use 'et al' after the first author.

Example: Simons et al[3] (p 4) state that the principle of effective stress is 'imperfectly known and understood by many practising engineers'.

Citing from works with no obvious author

If you need to cite a piece of work which does not have an obvious author, you should use what is called a 'corporate' author.

For example, many online works will not have individually named authors, and in many cases the author will be an organisation or company.

Example: The Department of Health[5] recently estimated the number of dementia sufferers in the UK at 570 000 or The number of dementia sufferers in the UK has been recently estimated at 570 000[5].

If you are unable to find either a named or corporate author, you can use 'Anon' as the author name. **Be careful:** if you cannot find an author for online work, it is not a good idea to use this work as part of your research. It is essential that you know where a piece of work has originated, because you need to be sure of the quality and reliability of any information you use.

Citing the author of multi-media works

CD-ROMs (including electronic books on CD-ROM): if there is not an obvious author use the title of the CD-ROM as the author. DVD/Video: the series title should be used as the author.

References

Please ensure to include the heading "References" at the top of the references page.

Number references consecutively in the order in which they are first mentioned in the text. Identify references by Arabic numerals. Check the accuracy of the references against original sources.

Favour easily available references published in peer-reviewed journals. Avoid grey literature, and documents in languages that will not be understood by most readers. Avoid references to internet sites, except when unavoidable, because internet addresses tend to be unstable.

Format references in the Vancouver style. For journal articles, please do not include the issue numbers. For journal name abbreviations, use the abbreviation as published on Medline. Please see the example below.

Examples of the correct formats are as follows:

Journal article

1. Laouri M, Kravitz RL, Bernstein SJl. Underuse of coronary angiography: application of a clinical method. Int J Qual Health Care 1997; 9: 15-22.

Book

2. Steiner DL, Norman GR. Health Measurement Scales: A Practical Guide to their Development and Use. Oxford: Oxford University Press, 1995.

Foreign language text; Chapter in book

3. Molina CG, Giedion U, Rueda MC, Alviar M. Public investment in health and distribution of subsidies in Colombia. In Study of Influence of the Public Social Investment (in Spanish). Santafé de Bogotá: Fedesarrollo, Departamento Nacional de Planeación

Organization as Author

4. National Centre for Clinical Audit. Information for Better Healthcare. London: NCCA, 1997.

Multi-volume book

5. Pan American Health Organization. Health in the Americas. Washington, DC: PAHO, 1998: Vol. 2, p. 108.

Website

6. Federal Ministry of Labour, Health and Social Affairs, Austria: http://www.bmags.gv.at Accessed [Date (i.e. date reference item accessed on organization website)].

'Unpublished observations' and 'personal communications' should not appear among the references. These should be inserted in parentheses in the text, and letters of permission from all individuals cited in this way should accompany the manuscript. Manuscripts that have been accepted for publication but have not yet been published may appear in the references: include the authors, manuscript title, and name of the journal followed by '(in press)'.

Reference list

This is a list of all the sources that have been cited in the assignment. You should write **one inclusive list** showing books, journals etc., not separate lists according to source type.

• The list should be in numerical order with each number matching and referring to the one in the text;

• The list should be at the end of your work; and,

• Books, paper or electronic journal articles, etc., are written in a particular format that must be followed.

Example of a reference list

1. Arrami M, Garner H. A tale of two citations. Nature 2008;451(7177):397-9.
2. Watkins PJ. ABC of Diabetes. 5th ed. London: Blackwell Publishing; 2003.
3. Simons NE, Menzies B, Matthews M. A Short Course in Soil and Rock Slope Engineering. London: Thomas Telford Publishing;

2001.

4. Smith A. Making mathematics count: the report of Professor Adrian Smith's inquiry into post-14 mathematics education. London: The Stationery Office; 2004.

5. Department of Health. More help for people with dementia. http://nds.coi.gov.uk/content/detail.asp?NewsArealD=2&ReleaseID=371217 (accessed 20 Jun 2008).

Bibliography

There may be items which you have consulted for your work, but not cited. These can be listed at the end of your assignment in a 'bibliography'. These items should be listed in alphabetical order by author and laid out in the same way as items in your reference list. You will not need to number each work listed in your bibliography.

Tables

The total number of tables and figures should not exceed five.

The table header should permit the table to be understood without reference to the text. Number tables in the order in which they are cited in the text.

Every column in the table should have a heading. Define all abbreviations and indicate the units of measurement for all values. Explain all empty spaces or dashes. Indicate footnotes to the table with superscript Arabic numbers cited in order as you read the table horizontally.

Figures

Figures should be either embedded in the word processing file or separately as low-resolution images (.jpg, .tif, .gif or.eps); (ii) for reproduction in the journal, you will be required after acceptance to supply high-resolution files (1200 dpi for line drawings, halftones with text should be 600dpi, and 300 dpi. for colour and half-tone artwork) or high-quality printouts on glossy paper. It is preferable to receive figures in an editable format (e.g. .eps files), but high quality .tif files are also acceptable. We advise that you create your high-resolution images first as these can be easily converted into low-resolution images

Legends should be typed on a separate page from the figure(s), double-spaced, and numbered with Arabic numerals corresponding to the figures. When symbols, arrows, numbers or letters are used to identify parts of a figure, each should be explained clearly in the legend or as a footnote. The legend should permit the figure to be understood without reference to the text.

Important note

Currently the journal is published as hard copy and online. All the communications can be made through E-mail.

Submission

Initial submission

All manuscripts intended for publication should be submitted through the Journal's e-mail **rmc@kpjuc.edu.my**

The copyright transfer form should be completed and sent to journal's email only after the manuscript has been accepted for publication

Reproduced material

Authors wishing to reproduce material that has been previously published elsewhere must obtain permission in writing from the copyright holder for the source document.