

## • **Instructions to the Authors**

[Manuscript submission](#) | [Categories of Articles](#) | [Preparation of manu...](#) | [Contributors' form](#) | [Download Instructions](#)

**Journal of Indian Association of Pediatric Surgeons (JIAPS)** is the official journal of the Indian Association of Pediatric Surgeons. It publishes original operative & experimental work, as well as important contributions related to pediatric surgery.

### • **Manuscript Submission.**

Manuscripts must be prepared in accordance with "Uniform requirements for Manuscripts submitted to Biomedical Journal" de [Committee of Medical Journal Editors](#) (February 2006).

Manuscripts can be submitted online [www.journalonweb.com/jiaps](http://www.journalonweb.com/jiaps), with tables, figures and text included in the same file if possible. Manuscripts can be sent to Dr. K. L. N. Rao, Editor-in-Chief JIAPS, Prof and Head Department of Pediatric Surgery Advanced Institute of Medical Education and Research, Chandigarh - 160012, India. To expedite and facilitate the process of publication post should also be accompanied with an electronic copy of the same on a floppy or compact disc. For details to use the website online, go through the guidelines from [www.journalonweb.com/jiaps](http://www.journalonweb.com/jiaps).

**Review process:** Peer reviews are carried out with full confidentiality and the decision is communicated to authors within eight weeks upon the response from the reviewer. If the manuscript is rejected, it will not be returned to the authors but copies will be retained for any queries.

**Duplicate submission:** Manuscripts are considered with the understanding that they have not been published previously and in another journal. The author should alert the editor if the work includes subjects about which a previous report has been published.

**Proofs, Reprints and Color Prints:** The corresponding author of the accepted article shall be provided with the printers' proofs. Corrections should be restricted to printers' errors only and no substantial additions/deletions should be made. Reprints may be ordered from the publisher. Publication of colour illustrations will be charged to the authors @ Rs. 1500/- for a block each, upto 3 color photos. A short text condition is needed.

### • **Categories of Articles**

**Original Articles** should report original research relevant to clinical pediatric surgery. Each manuscript should be accompanied by a cover letter. The manuscript should be divided into aims, material and methods (which should include design, setting, subjects, methods), results and conclusion in not more than five key words to facilitate indexing should be provided along with the abstract. The text should be divided in sections of introduction, discussion. Key messages should be provided at the end of the manuscript. The length should be 2500-3500 words with not more than 10 references.

**Editorials** are usually invited but consideration may be given to other material also. The length should not exceed 1200-1500 words. There should be no tables and figures.

**Review Articles** or systematic and critical assessments of literature are also published. Such articles are usually invited but the author should discuss them with the Editor-in-Chief before submitting such articles because similar reviews may already have been submitted; a review article on a topic in JIAPS will not be accepted for a period of at least 2 years. The length should be 2000-3000 words (excluding tables, figures, and references). Submitting review articles should include an abstract of around 250 words describing the need and purpose of review, methodology, analysing data, main conclusions and 2-3 key messages.

**Brief Reports** are short accounts of original studies or a series of cases, provided the number of cases is reasonably large. They are accepted as for original articles. The text should contain up to 1500 words, three illustrations or tables, 20 references and two key messages.

**Case Reports** should consist of clinical cases highlighting uncommon conditions or presentations. Single case reports should describe new or unusual aspects of etiology, diagnosis or management which adds to the existing knowledge. The text should be up to 1000 words - abstract (50 words), introduction, case report and discussion. Number of tables/figures (black and white photograph) up to 10 most recent references.

**Letters to the Editor** commenting upon a recent article in JIAPS are welcome within 6 months of the article's publication. At the author's request, a letter may be sent to the authors and both letter and reply may be published together. Letters may also relate to other topics or and/or useful clinical observations. Letters should be up to 500 words, contain not more than one Figure/Table and 5 most recent references. Letters should be divided into sections.

**How I do it** aims to assist both trainees and practitioners in mastering essential procedures. A detailed illustrated description of the procedure should be provided (approx. 1200-1500 words).

**Personal Viewpoints** are published on topical pediatric surgical issues including social aspects. The authors should have sufficient clinical experience in the subject. These should not exceed 1500 words.

**Images in practice** Clinical photographs and accompanying imaging studies or pathological specimens could also be considered.

**Post-graduate seminars** should dwell on a particular topic of interest keeping in view the training of post-graduates. It should be written by a student and co-authored by a consultant/faculty member who is the concerned guide. Such articles should be restricted to 2000 words which are appropriate to the subject. There should be a 250 word unstructured abstract, up to 5 key words and flow diagrams, if appropriate.

**Selected summaries** of important articles published elsewhere are also invited. These should provide a short summary of the article (not the author[s] published abstract) followed by comments (total 1000 words approx.). Some of the areas that should be discussed are the study design and the relevance of the article. A copy of the paper discussed should accompany the submission.

**Notes and News/Calendar of Events** Announcements for conferences, symposia or meetings may be sent for publication at the discretion of the journal in which it has to appear. These are mostly included under Calendar of Events free of cost. The title, date(s), place of event and e-mail address should be provided. JIAPS reserves the right to be selective in publishing these announcements. Those who do not wish to pay may submit as advertisements.

#### • Preparing the Manuscript

- Three copies of the manuscript should be submitted (one original and two copies without reference to identity of author).
- One side of standard A4 size white bond paper, with 2.5 cm margins.
- Language - American (US) OR British English throughout.
- Double-space throughout including all sections.
- Pages should be numbered consecutively.
- Use at least 11 point font size (Times New Roman or Arial).
- Submit photographs in a separate heavy paper envelope (enclosed in cardboard, to prevent bending during mail handling).
- Units of measure: Conventional units and the metric system is preferred for the expression of length, area, mass and volume.
- Use nonproprietary names of drugs, devices and other products.
- All manuscripts should be accompanied by a signed statement by all authors (See Appendix 1). Those sending their manuscripts by air mail are required to submit this form by post with original signatures.

Manuscripts not fulfilling the technical requirements shall be returned to the authors without initiating the peer-review process.

**Title page** : The page should contain -

1 the title of the article

- 2 a short running title (max 40 characters) at the foot end of title page
- 3 initials and surname of each author
- 4 name of department(s)/institution(s) to which the work is attributed
- 5 disclaimers, if any
- 6 name, address, telephone, fax, e-mail ID of the corresponding author
- 7 source(s) of support viz. grants, equipment, drugs or all of these
- 8 declaration on competing interests

**Authorship** : All persons designated as authors should qualify for the authorship based on substantial contributions to i) conceiving the study, ii) collection, analysis and interpretation of data; iii) drafting the article or revising it critically for important intellectual content; and iv) approval of the article for publication. All persons who contributed to the work but do not satisfy all the conditions for authorship should be named in the acknowledgements. The corresponding author shall act as guarantor of the paper and he/she should take the responsibility for the integrity of the work published article.

**Competing or Conflict of Interest** : If competing interest exists, the author(s) must disclose them while submitting the manuscript. These may include financial relationships with industry, personal relationships, academic competition, intellectual passion, a fee for speaking activities, funds for research, funds for a member of the staff or consultation fees from an organization that may in any way gain from the results of the study, review, editorial or letter.

**Abstract and Key words** : The second page should carry the abstract and below the abstract, authors should provide 3-5 key words from the Medical Subject Headings (MESH) list of Index Medicus.

The basic structure of the paper should include :

**Introduction.** The introduction must clearly state the background which resulted in the study and the questions which the author wants to answer. A review of the relevant literature may be necessary. Cite only those references that are essential to justify the proposed study.

**Material and Methods.** The methods section should describe the design of the study (e.g. method of randomization), how it was conducted (e.g. inclusion/exclusion criteria, ethical considerations, accurate details of materials used, exact drug dosage and form of treatment, statistical analysis etc.). For standard procedures, appropriate references are sufficient, but if standard methods are modified or new methods or apparatus used (manufacturer's name and address in parentheses).

**Results.** This section should include only relevant and representative data. Major findings should be presented clearly and concisely. Illustrations should be used to complement each other avoiding unnecessary repetition. The tables should be cited in the text. Negative results should also be mentioned.

**Discussion.** Discussion should be approximately one third of the total length of the manuscript and include a summary of the findings, limitations of methods and implications of these findings in future research. Conclusions should be linked to the findings. Statements and conclusions not completely supported by the data should be avoided.

**Key Messages.** The key messages should be self explanatory, not contain any abbreviation, and should be relevant to the main findings of the study.

## Ethics

When reporting studies on human, indicate whether the procedures followed were in accordance with the ethical standards of human experimentation (institutional or regional) and with the Helsinki Declaration of 1975, as revised in 2000 (available at [http://www.wma.net/e/policy/17-c\\_e.html](http://www.wma.net/e/policy/17-c_e.html)). Do not use patients' names, initials, or hospital numbers, especially in illustrative material. For 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 animals was followed.

Evidence for approval by a local Ethics Committee (for both human as well as animal studies) must be supplied by the authors. The procedures should be as humane as possible and the details of an anaesthesia and analgesics used should be clearly stated. The

experiments must be in accordance with the guidelines provided by the CPCSEA (animal) and ICMR (human). The journal will ethically unacceptable. A statement on ethics committee permission and ethical practices must be included in all research article's 'Methods' section.

**References.** References should be numbered using Arabic numerals in box parentheses e.g. [1] in the order of appearance in the text. The style should be in accordance with Uniform Requirements (the Vancouver style). Avoid the use of abstracts, unpublished communications as references. References to papers accepted but not yet published should be designated as "in press". For more details see the Guidelines (<http://www.icmje.org> or [http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html)).

**Article in journals.** List all authors when six or less. When seven or more, list only first six and add et al.

Lal R, Thichen TK, Bhatnagar V, Agarwala S, Banerjee U, Bajpai M, et al. Fungal infections as a cause of mortality and morbidity. *Indian Assoc Pediatr Surg* 1997;2:130-135.

**Chapter in a book.** Miyano T, Kobayashi H, Chen SC. Long term results of biliary atresia. In, Gupta DK (ed). *Text Book of Neonatology*. Delhi, Modern Publishers, 2000;288-291.

Download a [PowerPoint presentation](#) on common reference styles and using the reference checking facility on the manuscript.

**Tables.** Each table should be typed on a separate sheet of paper and numbered consecutively (Roman numerals) in the order of appearance. A self-explanatory title for each table should be provided. Footnotes should be used for all abbreviations and symbols that are used.

**Figures and Illustrations :** All figures and illustrations should be of good quality and sent as sharp, glossy, black-and-white photographs. Photocopies of illustrations will have to be paid for by the authors. Letters, numbers, and symbols in photographs should be clearly marked. Each photograph should be pasted on its back indicating the number, author's name, and an arrow to mark the top of the figure. If photographs of human subjects should be appropriately concealed. Figures should be numbered consecutively (Arabic numerals) according to the order of citation. The size should be 127x173mm (5x7in) but no larger than 203x254mm (8x10in), clearly identify the condition and should add to the existing literature.

**Legends for Illustrations.** The legends for illustrations should be typed out on a separate sheet using double-spacing, with A4 paper, and placed adjacent to the illustrations. Symbols, arrows, numbers, or letters used to identify parts of the illustrations should be identified and explained. Internal scale and method of staining in photomicrographs should be clearly mentioned.

**Units of Measurement.** Measurements of length, height, weight, and volume should be reported in metric units, i.e. meter(m), gram(g), and liter(L) or their decimal multiples. Milliliter or deciliter should be expressed as mL or dL and not ml/dl. Temperatures should be given in degrees Celsius. Blood pressure should be given in millimeters of mercury (mm Hg). All hematological and clinical chemistry measurements should be reported in terms of the International System of Units (SI).

**Abbreviations and Symbols** should be avoided in the title and abstract. Only standard abbreviations should be used. The full name of the unit stands should precede its first use in the text unless it is a standard unit of measurement. Year, month, day, hour, minute and second should be written as yr, mo, d, h, min, and s respectively.

### Copyright

The copyright of all accepted and published manuscripts will be with JIAPS and these can not be reproduced or published elsewhere without the written permission from the Editor-in-Chief.

## • Authorship Criteria & Responsibility and Copyright Transfer Form

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I/We certify that all authors have made substantial contributions to the work reported in this manuscript and have seen and approved the final version.

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Authors' names, signatures in order of appearance in the manuscript & date

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