

• **Instructions to the Authors**

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Journal of Indian Association of Pediatric Surgeons (JIAPS) is the official journal of the Indian Association of Pediatric Surgeons. The journal invites reports of clinical, operative & experimental work, as well as important contributions related to pediatric surgery.

The journal does not charge for submission and processing of the manuscripts.

• **Manuscript Submission.**

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Manuscripts must be prepared in accordance with “Uniform requirements for Manuscripts submitted to Biomedical Journal” developed by [International Committee of Medical Journal Editors](#) (February 2006).

Manuscripts can be submitted online www.journalonweb.com/jiaps, with tables, figures and text included in the same file if possible. For details to use the website for the submission of articles online, go through the guidelines from www.journalonweb.com/jiaps.

Editorial Review process: The Journal of Indian Association of Pediatric Surgeons follows a double blind peer review process. Once an article is received, the editorial team check the article for technical format of the manuscript, its scientific merit. Care is also taken so that the identity of the author/ authors as well as the Institute is not disclosed in the main manuscript. If there is any technical error in the manuscript, the manuscript is returned to the author for technical correction. Peer reviews are carried out with full confidentiality and the decision is communicated to authors within eight to twelve weeks, depending upon the response from the reviewer. Original articles are sent to three reviewers and case reports are sent to two reviewers. If the manuscript is rejected, it will not be returned to the authors but copies will be retained for three months to answer any queries. Before accepting any article, plagiarism is also checked. Final decision of accepting or rejecting a paper is being taken by the editor-in-chief of the Journal.

Duplicate submission: Manuscripts are considered with the understanding that they have not been published previously and are not under consideration by 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 on the proof should be restricted to printers' errors only and no substantial additions/deletions should be made. Reprints may be ordered from the Publishers on payment. A short text of about 150 words depicting the condition is needed. No fee is charged for publication and even color pictures are printed free of cost.

• **Categories of Articles**

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Original Articles should report original research relevant to clinical pediatric surgery. Each manuscript should be accompanied with a structured abstract divided into aims, material and methods (which should include design, setting, subjects, methods), results and conclusion in not more than 250 words. Four to five key words to facilitate indexing should be provided along with the abstract. The text should be divided in sections of introduction, methods, results and discussion. Key messages should be provided at the end of the manuscript. The length should be 2500-3500 words with not more than 6 tables and 3 figures.

Editorials are usually invited but consideration may be given to other material also. The length should not exceed 1200-1500 words with not more than 20 references and 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 authors may consult the Editor-in-Chief before submitting such articles because similar reviews may already have been submitted; a review article on a subject already published 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). Authors

submitting review articles should include an abstract of around 250 words describing the need and purpose of review, methods used for collecting and 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. The pattern should follow the same 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 provide information regarding new or unusual aspects of etiology, diagnosis or management which adds to the existing knowledge. The text should be up to 1000 words and divided into sections - abstract (50 words), introduction, case report and discussion. Number of tables/figures (black and white photographs only) should be limited to 2 and 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 Editorial Boards' discretion, the letter may be sent to the authors and both letter and reply may be published together. Letters may also relate to other topics of interest to pediatric surgeons, and/or useful clinical observations. Letters should be up to 500 words, contain not more than one Figure/Table and 5 most recent references. The text need not be divided into sections.

How I do it aims to assist both trainees and practitioners in mastering essential procedures. A detailed illustrated description of surgical technique or 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 credible experience on the subject. These should not exceed 1500 words.

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

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 post-graduate student and co-authored by a consultant/faculty member who is the concerned guide. Such articles should be restricted to 2000 words and divided into sections which are appropriate to the subject. There should be a 250 word unstructured abstract, up to 5 key words and flow diagrams, algorithms etc as appropriate.

Selected summaries of important articles published elsewhere are also invited. These should provide a short summary of the paper in the reviewer's words (not the author[s] published abstract) followed by comments (total 1000 words approx.). Some of the areas that should be discussed in the comments section 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 least 12 weeks in advance of the issue in which it has to appear. These are mostly included under Calendar of Events free of cost. The title, date(s), place of event, contact address, telephone, and e-mail address should be provided. JIAPS reserves the right to be selective in publishing these announcements. Those wishing for a detailed publication may submit as advertisements.

• Preparing the Manuscript



- One copy of the manuscript should be submitted (No disclosure of identity of author/authors//institution in the manuscript).
- 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).
- Upload figures/ tables online .
- 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) . No manuscript will be considered for review without copy right form. Any research article should be accompanied by Institute ethical clearance.

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) concept and design, or acquisition of data, or analysis and interpretation of data; ii) drafting the article or revising it critically for important intellectual content; and iii) final approval of the version to be published. 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 as a whole, from its inception to published article.

Competing or Conflict of Interest : If competing interest exists, the author(s) must disclose them while submitting the manuscript. Competing interest could include financial relationships with industry, personal relationships, academic competition, intellectual passion, a fee for speaking, fee for organizing educational activities, funds for research, funds for a member of the staff or consultation fees from an organization that may in any way gain or lose financially 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 for indexing; use terms 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 authors have tried to answer. A brief 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 carried out (e.g. inclusion/exclusion criteria, ethical considerations, accurate details of materials used, exact drug dosage and form of treatment etc.) and data analysis (e.g. statistical analysis etc.). For standard procedures, appropriate references are sufficient, but if standard methods are modified these should be clearly brought out; provide complete details of any 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. Text, tables, and illustrations should be used to complement each other avoiding unnecessary repetition. The tables should be cited in the text but typed on separate sheets. 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 major findings, comparison with similar studies, limitations of methods and implications of these findings in future research. Conclusions should be linked to the goals of the study. Unqualified 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 manuscript.

Ethics

When reporting studies on human, 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 2000 (available at

http://www.wma.net/e/policy/17-c_e.html). Do not use patients' names, initials, or hospital numbers, especially in illustrative material. 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.

Evidence for approval by a local Ethics Committee (for both human as well as animal studies) must be supplied by the authors on demand. Animal experimental procedures should be as humane as possible and the details of an aesthetics and analgesics used should be clearly stated. The ethical standards of experiments must be in accordance with the guidelines provided by the CPCSEA (animal) and ICMR (human). The journal will not consider any paper which is ethically unacceptable. A statement on ethics committee permission and ethical practices must be included in all research articles under the 'Materials and Methods' section.

Protection of Patients' Right to Privacy

Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives informed consent for publication. Authors should remove patients' names from figures unless they have obtained informed consent from the patients. The journal abides by ICMJE guidelines:

- 1) Authors, not the journals nor the publisher, need to obtain the patient consent form before the publication and have the form properly archived. The consent forms are not to be uploaded with the cover letter or sent through email to editorial or publisher offices.
- 2) If the manuscript contains patient images that preclude anonymity, or a description that has obvious indication to the identity of the patient, a statement about obtaining informed patient consent should be indicated in the manuscript.

References. References should be numbered using Arabic numerals in box parentheses e.g. [1] in the order of appearance in the text, tables, and legends. The style should be in accordance with Uniform Requirements (the Vancouver style). Avoid the use of abstracts, unpublished observations and personal communications as references. References to papers accepted but not yet published should be designated as "in press". For details please refer to ICMJE Guidelines (<http://www.icmje.org> or 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 in posterior urethral valves. *J 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 Neonatal Surgery*, 1st edition. New Delhi, Modern Publishers, 2000;288-291.

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

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

Figures and Illustrations : All figures and illustrations should be of good quality and sent as sharp, glossy, black-and-white photographs. Publication of color illustrations will have to be paid for by the authors. Letters, numbers, and symbols in photographs should be clearly marked. Each figure should have a label 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 are used, the identity should be appropriately concealed. Figures should be numbered consecutively (Arabic numerals) according to the order of citation. These should be of high quality, 127x173mm (5x7in) but no larger than 203x254mm (8x10in), clearly identify the condition and should add to the existing knowledge.

Legends for Illustrations. The legends for illustrations should be typed out on a separate sheet using double-spacing, with Arabic numerals corresponding to the illustrations. Symbols, arrows, numbers, or letters used to identify parts of the illustrations should be identified and explained clearly in the legend. The 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), or 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 pressures should be given in millimeters of mercury (mm Hg). All hematological and clinical chemistry measurements should be reported in the conventional system or 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 term for which an abbreviation 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 abbreviated as yr, mo, d, h, min, and s respectively.

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