INSTRUCTIONS FOR AUTHORS

The “KHYBER MEDICAL UNIVERSITY JOURNAL (KMUJ), is the official journal of Khyber Medical University, Peshawar, Pakistan. KMUJ started its publications in 2009 From Kohat University of Science & Technology (KUST) as KUST Medical Journal (KMJ) and in 2012 was renamed as KMUJ and handed over to Khyber Medical University Peshawar. KMUJ is a quarterly, peer reviewed medical journal and follows the uniform requirements for Manuscripts (URM) submitted to Biomedical journals as approved by the International Committee of Medical Journal Editors (ICMJE) as revised in 1997 published in N Eng J Med 1997; 336:309-15. Detailed information about updated URM can be downloaded from www.icmje.org. KMUJ is a member of Committee on Publication Ethics (COPE) and follows the COPE guidelines regarding publication ethics and malpractices.

1: SUBMISSION OF ARTICLE:

KMUJ is the first Pakistani medical journal that provides you easy and user friendly ONLINE SUBMISSION OF ARTICLES on its web site.

Visit www.kmuj.kmu.edu.pk and REGISTER yourself as AUTHOR by filling a form. Log in with your username and password. Click on AUTHOR on USER HOME page under the heading of Khyber Medical University Journal. Click NEW SUBMISSION and follow the following 5 steps of manuscript submission as per online instructions.

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AUTHOR’S DECLARATION

All submitted manuscripts submitted online or via email should be accompanied by a covering letter from the authors responsible for correspondence regarding the manuscript. The covering letter should contain the following copyright disclosure statement/undertaking, duly signed by ALL contributing authors. Please note that we cannot accept electronic signatures; all authors must sign by hand. Please complete multiple forms if necessary, and send the scanned copy with your submission through email to: kmuj@kmu.edu.pk

• We, the undersigned authors of the article

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Submitted for publication in KHYBER MEDICAL UNIVERSITY JOURNAL (KMUJ), have contributed significantly to and share in the responsibility for above.

• The undersigned stipulate that the material submitted to KMUJ is new, original and has not been submitted to another publication for concurrent consideration.

• Upon acceptance by KMUJ, all copyright ownership for the article is transferred to KMUJ.

• It is attested that all human and/or animal studies undertaken as a part of the research are in compliance with regulation of our institution(s) and with generally accepted guidelines governing such work.

• It is hereby submitted that the manuscript has been seen and approved by all authors

• Any conflict of Interest (including employment, consultancies, stock ownership, honorariums, paid expert testimony, patent applications and travel grants etc)…… Yes / No

If Yes give details_______________

• If there has been any prior publication of any part of the work, this should be acknowledged and appropriate written permission included.

• Role of the funding source: (details of any funding sources and their role, if any, in the writing of the manuscript or the decision to submit it for publication)……Yes/No

If Yes, give details of funding source and its role in manuscript writing

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Note: Authors submitting their article online, are assumed to agree with the above mentioned statements and they have to check off the submission check list at step no 1 of the 5 steps of online submission of articles. However, they have to submit the scanned copy/hard copy of printed declaration, duly signed by all authors. Without author’s declaration, manuscripts will not be processed further.

2: FORMAT/ REQUIREMENTS

While submitting manuscripts, please carefully follow the instructions given below:-

Summary of Technical Requirements

• The journal will accept: (a) Original research articles (b) Review articles (c) Case reports (d) Editorials (f) Special communication (g) Short communications (h) Letter to the Editor

• It should be typed in double space with clear margins on both sides.

• Begin each section or component on a new page.
InstructIons for Authors

1. The title of the article, which should be concise, specific and informative.

2. Full name of each author, with his or her highest academic degree(s) and institutional affiliation.

3. The name of the department(s) and institution(s) to which the work should be attributed.

4. Disclaimers, if any.

5. The name, email and postal address of the author responsible for corre-

   spondence about the manuscript.

6. The name and address of the author to whom requests for reprints should be addressed, source(s) of support in the form of grants, equipment, drugs, or all of these.

7. A short running title/footline or title of no more than 40 characters (count letters and spaces) at the foot of the title page.

b) Abstract and Key Words

The second page should carry structured abstract of not more than 250 words.

The abstract should state the objective; purpose of the study or investigation; methodology; study design, place and duration of study; basic procedures as selection of study subjects or laboratory animals, observers, personnel and analytical methods; results: main findings giving specific data and their statistical significance, if possible and conclusion: the principal conclusion. It should emphasize new and important aspects of the study or observations.

Below the abstract authors should pro-
vide, and identify as such, 3 to 10 key
words or short phrases that will assist
in indexing in cross-indexing the article
and may be published with the abstract.
Terms from the Medical Subject Headings
(MeSH) list of the Index Medicus should be
used. If suitable MeSH-terms are not yet
available for recently introduced terms,
present terms may be used.

The manuscript of original research is
divided into subsections according to
"IMRAD" structure, with the headings
Introduction, Methodology, Results
and Discussion.

c) Introduction

State the purpose of the article and summarize the rationale for the study or observation. Give only strictly pertinent references and do not include data or conclusions from the work being reported.

d) Methodology

Describe your selection of the obser-
vational or experimental subjects (pa-
tients or laboratory animals, including controls) clearly. Identify the age, sex, and other important characteristics of the subjects. Because the relevance of such variables as age, sex, and ethnicity to the object of research is not always clear, authors should explicitly justify them when they are included in a study report. The guiding principle should be clarity about how and why the study was done in a particular way. For example, authors should explain why only subjects of certain ages were included or why women were excluded. Authors should avoid terms such as "race," which lacks precise biological meaning, and use alternative descriptors such as "ethnicity" or "ethnic group" instead. observers should specify carefully what the descriptors mean, and tell exactly how the data were collected (for example, what terms were used in survey forms, whether the data were self-reported or assigned by others, etc.). Identify the methods, apparatus (give the manufacturer’s name and ad-

dress in parentheses), and procedures in sufficient detail to allow other workers to reproduce the results. Give references to established methods, including statistical methods (see below); provide references and brief descriptions for methods that have been published but are not well known; describe new or substantially modified methods, give reasons for us-
ing them and why a study was attempted.

Identify precisely all drugs and chemicals used, including generic name(s), dosage(s), and route(s) of administration. Reports of randomized clinical trials should present information on all major study elements, including the protocol (study population, interventions or exposures, outcomes, and the rationale for statistical analysis), assignment of interventions (methods of randomization, concealment of allocation to groups), and the methods and timing of data collection (blinding, funding). Authors submitting review manuscripts should include a section describing the methods used for locating, selecting, extracting, and synthesizing data. These methods should also be summarized in the abstract.

e) Ethics

When reporting experiments on human subjects, indicate whether the pro-
cedures 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. Do not use patients’ names, initials, or hospital numbers, especially in illustrative material. When reporting experiments on animals, indicate whether the institutional or a national review board for the care and use of laboratory animals was followed. Send the copy of approval certificate to institutional review board for bioethics/research ethical committees.

f) Statistics

Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results. When possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Avoid relying solely on statisti-

cal hypothesis testing, such as the use of P values or the acceptance or rejection of the null hypothesis, when appropriate, may be included. In particular, authors should avoid making statements on economic benefits and costs unless their manuscript includes economic data and analysis. Avoid claiming priority and alluding to work that has not been completed. State new hypothesis when warranted, but clearly label them as such. Recommendations, when appropriate, may be included.

j) References

References should be numbered con-
continuously and should be such titles as listed in the text. Identify references in text, tables, and legends by the Arabic numerals in parentheses. References to articles or books which are to be used should be acknowledged in the text. References to articles or books which are to be used should be acknowledged in the text. References to articles or books which are to be used should be acknowledged in the text. References to articles or books which are to be used should be acknowledged in the text. References to articles or books which are to be used should be acknowledged in the text. References to articles or books which are to be used should be acknowledged in the text. References to articles or books which are to be used should be acknowledged in the text. References to articles or books which are to be used should be acknowledged in the text. References to articles or books which are to be used should be acknowledged in the text. 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Instructions for Authors

1. Standard journal article

1.1. Article retracted


1.2. Article with issue


1.3. Volume with part


1.4. With issue and volume


2. Conference proceedings


3. Conference paper


4. Article not in English


5. Article containing retraction


6. Article in electronic format


7. Books and Other Monographs

(Note: Previous Vancouver style incorrectly had a comma rather than a semicolon between the publisher and the date.)

7.1. Personal author(s)


7.2. Editor(s), compiler(s) as author


7.3. Organization as author


7.4. Conference


7.5. Chapter in a book


InstructIons for Authors

8. Issue with no volume

Turan I, Wredmark T, Fellander-Tai L, Parkin DM, Parkin OM, Clayton D, Black R, Mayou E, Fried HP, Ivanov E, et al. Childhood leu-

10. No issue or volume

Brownell DL, Leonard TW. Immuno-

11. Pagination in Roman numerals


12. Type of article indicated as needed

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13. Article containing retraction


14. Article retracted

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9. Volume with part

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7. Institutional


10. No issue or volume

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11. Pagination in Roman numerals


12. Type of article indicated as needed

Enzingerer W, Fischer PA, Metro-

13. Article containing retraction


14. Article retracted


15. Article with issue and volume


20. Conference proceedings


21. Conference paper


22. Scientific or technical report


23. Dissertation


24. Patent


27. Monograph in electronic format


28. Computer file


9. Volume with part

The Methodology section may have subheadings corresponding to the Abstract (Data Sources, Study Selection, Data Extraction) and should include clearly defined and reported inclusion and exclusion criteria, and specification of databases and other formal registers, conference proceedings, reference lists and trial authors, which are used as sources. The full search strategy should be given so that it is easy to reproduce. If it is considered too long to be published in the article, an electronic document as an Appendix may be alternative. The stages of selection usually include several steps, each undertaken by at least two independent researchers (identified in the Methods). There will be an initial selection from titles/abstracts to select the articles to be examined in full. The full articles should be re-screened against the selection criteria. The articles fulfilling the criteria should be subjected to quality assessment. Summarize in a flow chart with the number of articles selected and reasons for rejection at each stage. The quality of the methodology should be assessed having an appropriate tool and also for outcome measures and blinding of outcome assessors. The tool that is most appropriate will depend on the extent and nature of the anticipated research evidence. The Result section corresponds to Data synthesis in the Abstract and may present tables with long lists of selected articles. Extracted data from trials should, when available, include report of randomization method, study population, intervention methods and delivery, reasons to losses at follow-up, information related to treatment monitoring, post-intervention assessments and follow-up. Report the major outcomes, which were pooled, and include odds ratios or effects sizes. Use when applicable meta-analysis. Non-merical values should, when possible, be accompanied with confidence intervals. State the major identified sources of variation between reported studies, as differences in treatment protocols, co-interventions, confounders, outcome measures, length of follow-up, and dropout rates. Tables and figures must be self-explanatory and have appropriate title or caption. The methods for synthesis of evidence should be pre-determined. Sometimes it may not be possible to pool the data, but a synthesis of best evidence ought to be given. The Discussion section should be structured similar to an original report. The findings should be discussed with respect to the degree of consistency, variation, and generalisability. New contribution to the literature based on the review conducted and where information is insufficient must be stated. Providing the limitations of the review would be helpful. Suggest the need for new studies and future research agenda. Length of paper: The total length of the text should usually not be more than 2500 words (corresponding to 8-9 printed pages) and in addition tables and the reference list. The reference list should be comprehensive and will therefore often be rather long. However, in the printed version of a review paper normally not more than 100 references will be accepted. If needed and without an upper limit, additional references may be published only electronically with a link to such an Appendix given in the original version of the paper.

d) Narrative Review Article

A narrative (educational) review should have an unstructured abstract, a short introduction, details of the case report followed by discussion and to 10 references. Relevant documentary proof including pictures of the case (with the consent of the patient) or investigations like radiological or histopathological evidence should be submitted along with manuscript.

e) Letters to the Editor

Letters to the Editor Letters to the Editor are considered for publication (subject to editing and abridgment) provided they do not contain material that has been submitted or published elsewhere. The letter must be typewritten and double-spaced. Its text, not including reference, must not exceed 250 words if it is in reference to a recent journal article, or 400 words in all other cases (please provide a word count). It must have no more than five references and one figure or table. Letters referring to a recent journal article must be received within four weeks of its publication. Please include your full address, telephone number, fax number and e-mail address.

g) Guidelines

Authors should take help from following guidelines in writing manuscripts

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<th>5. CHECKLIST FOR THE AUTHOR</th>
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<tr>
<td>a) Covering letter (should include section for which manuscript is submitted)</td>
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<td>b) Copyright transfer statement signed by all authors</td>
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<td>c) Original and two photocopies of the article (double-spaced)</td>
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<td>d) Title page</td>
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<td>e) Section of journal to be published in (or note if a review article)</td>
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<td>f) Title of article and short title (40 characters or fewer)</td>
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CONSORT randomized controlled trials http://www.consort-statement.org

Table: up to 100.

Illustrations: up to 3.

References: up to 100.

p) Case Reports

Case Reports should be limited to three type written pages, including an unstructured abstract, a short introduction, details of the case report followed by discussion and to 10 references. Relevant documentary proof including pictures of the case (with the consent of the patient) or investigations like radiological or histopathological evidence should be submitted along with manuscript.

Authors should take help from following guidelines in writing manuscripts

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2) have been involved in drafting the manuscript or revising it critically for important intellectual content; and  
3) have given final approval of the version to be published. 
Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. Acquisition of funding, collection of data, or general supervision of the research group, alone, does not justify authorship. 

7) CONFLICT OF INTEREST  
• At the end of the text, under a subheading “Conflict of interest”, all authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of financial conflicts include employment, consultancies, stock ownership, honoraria, paid expert testimony, patents or patent applications, and travel grants; all within 3 years of beginning the work submitted. If there are no conflicts of interest, authors should state that. 
• All authors are required to provide a signed statement of their conflicts of interest as part of the author’s declaration. 

8) ROLE OF THE FUNDING SOURCE  
• All sources of funding should be declared as an acknowledgment at the end of the text. 
• At the end of the Methodology section, under a subheading “Role of the funding source”, authors must describe the role of the study sponsor(s), if any, in study design; in the collection, analysis, and interpretation of data; in the writing of the report; and in the decision to submit the paper for publication. 
• If there is no Methodology section, the role of the funding source should be stated as an acknowledgment. If the funding source had no such involvement, the authors should state: “The corresponding author should confirm that he or she had access to all the data in the study and had final responsibility for the decision to submit for publication.” 

9) PATIENTS’ CONSENT AND PERMISSION TO PUBLISH  
• Studies on patients or volunteers need approval from an ethical committee and informed consent from participants. These should be documented in the paper. 
• If there is an unavoidable risk of breach of privacy — e.g., in a clinical photograph or in case details — the patient’s written consent for publication, or that of the next of kin, must be obtained. 
• To respect your patient’s privacy, please do not send the consent form to us. Instead, we require travel expenses. 
• Consent must be obtained for all Case Reports, Clinical Pictures, and Adverse Drug Reactions. 

10) MANUSCRIPT EVALUATION  
• Every new manuscript submitted to KMUJ is immediately assessed by an editor for an initial inspection (internal peer review). 
• An article with publication potential is sent to two external peer reviewers to evaluate the suitability of the article for publication based on its quality, novelty, and relevance for publication. 
• A time frame of minimum 4 weeks will be given for a reviewer to go through a manuscript and send his suggestions to the editor. Failing which will generate a reminder from the editor with additional 4 weeks time for review to be completed. 
• If a reviewer is unable to meet the time frame agreed upon or he declines to review the manuscript, the manuscript will be sent to another reviewer. 
• The editor may establish a system for rapid review of especially important manuscripts. This may include review only by editors or asking reviewers to complete their evaluation within a shorter period of time than is allowed routinely. Authors who seek rapid review should explain why their manuscripts merit such review. 
• Reviewers are advisors to authors and editors. The editor may ask reviewers to make recommendations regarding acceptance or rejection of manuscripts, and should pay attention to the recommendations, but the editor must be the one who makes the decisions. 
• The editor may reject manuscripts without outside review, for example if the subject matter is outside the purview of the journal, a manuscript on the same topic is just about to be published, the quality of the manuscript is poor; or criteria for the submission of manuscripts are not met. 

11) DECISION MAKING AND COMMUNICATION TO AUTHORS  
• The editor makes a decision about the manuscript (accept, invite a revision, or reject) based on a consideration of all the reviewer comments, his own critique, and other external factors. 
• What considerations should enter into the decision? These may include the comments and recommendations of the reviewers, the availability of space, and the most important is the judgment of the editor(s) regarding the suitability of the manuscript for the journal and the value and interest of the manuscript to the journal’s readers. 

The editor may always seek additional review and advice if required. 
• Decisions are communicated to authors by the editor. This means that the editor may need to provide explanations for the decision independent of the comments of the reviewers that are to be sent to the authors. 
• Decisions to reject a manuscript may be based on scientific weakness (poor research design, inappropriate methods of study), lack of originality, lack of importance and interest to readers, or simply lack of space. The editor will explain to authors the reasons for decisions to reject manuscripts. This is particularly important when the editor rejects a manuscript but the tone of the comments of the reviewers will be sent to the authors is favorable. 
• The editor should actively encourage revision of manuscripts thought to be potentially acceptable. When an editor receives a revision of a manuscript, he should make clear which revisions are essential, and which are optional. If the comments of the reviewers are contradictory, the editor must decide and tell the authors which comments the authors should follow. Editors may add their own comments and suggestions for revision, and they (or some person in the editorial office designated by the editor) are responsible for ensuring that manuscripts meet the journal’s policies regarding length and style. 
• In general, manuscripts that are potentially acceptable but need very major revision or additional data should be rejected, but the editor may encourage resubmission. When this is done, the editor should explain precisely what is needed to make the manuscript acceptable. It is a disservice to authors to request revision and then later reject the manuscript. As an alternative, the editor may choose to work closely with the authors to make the manuscript acceptable for publication. 
• The editor should not make decisions regarding manuscripts about which he may have a conflict of interest, for example manuscripts submitted by members of the editor’s own institution or people who have been collaborators of the editor in the past. In this instance, the manuscript should be handled by an assistant editor or preferably a person outside of the editorial office who is given full power to select reviewers and make decisions regarding acceptance or rejection. The same policy should be followed if the editor himself submits a manuscript - other than an editorial - to his journal, which he should only rarely. 
• Revised manuscripts should be evaluated by editors, to determine if the revisions are satisfactory, and not returned to reviewers. An exception might be when the revised manuscript includes changes that may have introduced important new shortcomings about which the editor needs advice from one or more of the original reviewers. Revised manuscripts should not be sent to new reviewers. 
• Editors should immediately reject a resubmitted manuscript that was previously rejected and has not been revised. 

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• All articles submitted to KMUJ are subjected to plagiarism testing. KMUJ follows the standard definition and description of plagiarism (http://fac.pub.sjuhns.edu/~roigm/plagiarism/index.html); and we endorse Commission of Publication Ethics (COPE), ICMJE, Pakistan Association of Medical Editors (PAME), Higher Education Commission (HEC) policies regarding plagiarism available on www.cope.org, www.icmje.org and www.hec.gov.pk. 
• Intellectual contribution and originality of every article is to be defined by the authors and this is the responsibility of authors to be aware of various forms of plagiarism like plagiarism of ideas, text, paraphrasing, self-plagiarism including redundant/duplicate publication, salami slicing (data fragmentation) and text recycling etc. Ignorance regarding plagiarism and its various forms will not be considered as an excuse. 
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