

Guideline For Authors

The MJMS welcomes manuscripts on all aspects of medicine/health science from any part of the world. We are members of World Association of Medical Editors (WAME) and Council of Science Editors (CSE).

Manuscripts must be submitted in English. Manuscripts are considered for publication in MJMS with the understanding that they have not been published or submitted for publication elsewhere. The manuscript should be submitted to the Editor, Professor Jafri Malin Abdullah via Manuscript Central <http://mc.manuscriptcentral.com/maljms>. Please note that at the moment, we do not accept Microsoft Word 2007 documents (*.docx). Please use Ms Word's "Save As" option to save your document as an older (.doc) file type. The guidelines listed below are in accordance with the Uniform Requirement for Manuscripts Submitted to Biomedical Journals (October 2008 revision) of the International Committee of Medical Journal Editors.

Forms

When submitting manuscripts, authors are required to sign the Authorship Agreement Form, Patient Consent Form (if the manuscript includes identifiable patients) and the Publication Agreement Form.

Types of Manuscripts

MJMS publishes the following types of manuscripts.

Editorials (E): Brief, substantiated commentary on subjects of topical interest.

Abstracts: Not required

Text: Not more than 1200 words (excluding references and figure/table legends)

Tables and figures: Not more than 1.

References: Not more than 20

Original Article (OA): Reports of original clinical or investigative laboratory research.

Abstract: Not more than 275 words

Text: Not more than 3500 words. (excluding references and figure/table legends).

Review Article (RA): A review article aims to give an overview of a particular subject suitable for a wide audience. Review articles should be recent rather than a historical review of the article on the topic.

Abstract: Unstructured Abstract not more than 275 words

Text: Not more than 4500 words (excluding references and figure/table legends)

References: Not more than 80

Case Report (CR): Brief case reports of unusual interest.

Abstract: Unstructured abstract, not more than 175 words

Text: Not more than 2000 words,

References: Not more than 10

Figures and tables: Less than 3 figures and tables

Brief Communications (BC): A Brief Communication is suitable for recording the results of complete small investigations or giving details of new models or hypotheses, innovative methods, techniques or apparatus.

Abstract: Not more than 175 words

Text: Not more than 1500 words

References: Less than 20

Figures and tables: Not more than 3

Special communications (SC): These manuscripts describe an important issue in clinical medicine, public health, health policy, or medical research in a scholarly, thorough, well-referenced, systematic or evidence-based manner.

Abstract: A narrative (unstructured) abstract of 200 words or fewer is required.

Text: Not more than 3000 words (excluding tables, figures, or reference)

References: Less than 80

Letter to the Editor (LE): Comments on articles published within 6 months in MJMS or articles of interest to the biomedical community.

Text: Should not exceed 500 words

References: Not more than 6 references.

Letters in reply (LR): Replies by authors

Text: should not exceed 500 words

References: Not more than 6

Extended abstracts (EA): Only published as supplementary issues during conferences. Extended abstracts are also peer reviewed. Authors who intend to submit extended abstracts should contact directly via e-mail at mjms.usm@gmail.com

Ethical requirements

In experiments on human subjects, authors should mention whether the methods followed were in agreement with the ethical standards of the responsible committee (institutional and national) and the Declaration of Helsinki (October 2008 revision). Similarly, the use of animals in research must conform to the institutional and national guidelines.

Patient consent

The author must provide the Malaysian Journal of Medical Sciences with a written consent signed by the patient, or the patient's parents/legal guardian, when submitting a patient video or photograph in which a patient is identifiable (See Patient Consent Form). This form can be downloaded from our website.

Style and Format

Manuscript

Text: Use subheadings for long articles and double-space all portions of the manuscript.

Title page:

The title page should have the following information:

- i. Article title without abbreviation
- ii. Authors' names and institutional affiliations: Full names are required, indicate last name with SMALL CAPS. For example, Mohammed Ali JAMALUDDIN.
- iii. Contact information for corresponding authors. The name, address, e-mail of one author who is responsible for all communication concerning the manuscript are required.

Abstract: The length of abstract depends on the type of manuscript submitted. The abstract should state the purpose of the study, a brief description of the procedures employed, main findings and principal conclusions. Abbreviations, foot notes, references and subheadings should be avoided. For original articles, the abstract format is structured as background, methods, results, and conclusion. For other articles, the abstract format is unstructured.

Keywords: Authors must provide between three and six keywords that characterize the main topics of the article. Use recognized vocabularies related to the discipline discussed, such as the MeSH thesaurus <http://www.nlm.nih.gov/mesh/MBrowser.html>. We encourage the use of synonyms for terms provided in the article title, this is to aid database searches.

Tables: Tables must be numbered sequentially and in the order in which they are mentioned in the text. Tables must have brief descriptive title. Preferably, tables must be prepared according to the guides in Chicago Manual of Style.

Figures: Figures must be numbered sequentially and in the order in which they are mentioned in the text. Figure legends are needed for all figures. Grayscale and color artwork should have

a minimum resolution of 300 dpi.

Videos: We also welcome submission of short videos as supplementary file. Videos may be useful for demonstrating complex laboratory, surgical or medical procedures. The demonstration of the experiment must be shown in orderly fashion, including a demonstration of equipment and reagent. Researchers should be properly attired when handling animals, reagents and chemicals. Each video file must be under 5 minutes. We accept .mov, .avi, .swf formats. The video should make a specific point; particularly, it should demonstrate the features described in the text of the manuscript. Special effects or text are not permitted to be inserted in the video. Unfortunately, we do not do video editing and production.

Reference: References should be numbered consecutively in the order in which they are first mentioned in the text (citation-sequence)—the Vancouver style. Identify references in text, tables and legends by Arabic numerals in parentheses. For formatting end references, we recommend following the guidelines of the Council of Science Editors (CSE) which can be accessed through <http://library.duke.edu/research/citing/workscited/>

Journal article: The titles of journal should be abbreviated according to the style used in [http://www.ncbi.nlm.nih.gov/sites/entrez?Db=journals&Cmd=DetailsSearch&Term=currently indexed\[All\]](http://www.ncbi.nlm.nih.gov/sites/entrez?Db=journals&Cmd=DetailsSearch&Term=currently indexed[All]) or http://www.efm.leeds.ac.uk/~mark/ISIabbr/A_abrvjt.html

Theriault A, Caa JT, Gapor A. Tocotrienol is the most effective vitamin E for reducing endothelial expression of adhesion molecule and adhesion to monocytes. *Atherosclerosis*. 2002; **160**:21-30.

If there are more than six authors, list the first six authors and use "et al." for the subsequent authors.

Books: Author surname Initials. Title of book. # ed. [if not 1st]. Place of publication. Publisher's name; Year of publication.

Carlson BM. Human embryology and developmental biology. 3rd ed. St Louis: Mosby; 2004.

Online article: Journal articles in electronic format: Author(s) surname Initials. Title of article. Abbreviated title of journal. Year of publication.

Reid R, Bulusu R, Buckels J, Carroll N, Eatock M, Geh I et al. Guidelines for the management of gastrointestinal stromal tumors (GISTs). Sept 2005. [Internet]. Available from: <http://www.augis.org/news/articles/gist%20mngmnt%20gdlns%20071205%20final.pdf>

For other forms of reference, please refer to the National Library of Medicine <http://www.nlm.nih.gov/pubs/formats/recommendedformats.html>

Editing

A manuscript may be corrected for length, grammatical correctness, sentence structure and journal style. Accepted manuscripts are edited in accordance with the *CSE Manual of Style, 7th edition* and *Chicago Manual of Style 15th edition*. The final proof of the manuscript will be sent to the corresponding author for final checking. The author should not make any changes to the contents of the manuscript at this stage.

Editorial policies for authors

Authors are required to sign the Authorship Form when submitting a manuscript to MJMS. In addition, authors are required to identify their contributions to the work described in the manuscript. If requested to see the original data, authors must provide the data and must cooperate in obtaining and providing the data on which the manuscript is based.

Conflicts of Interest and Financial Disclosures

A conflict of interest may arise when an author (or the author's institution or employer) has financial or personal relationships that could influence the author's decisions, work, or manuscript. All authors are required to disclose all potential conflicts of interest, including specific financial interests and relationships and affiliations (other than those affiliations listed in the title page of the manuscript) relevant to the subject of their manuscript. Please refer to the Authorship Agreement Form.

Authors are expected to provide detailed information about all relevant financial interests and relationships or financial conflicts within the past 5 years and for the foreseeable future, particularly those present at the time the research was conducted and through publication, as well as other financial interests (such as patent

applications in preparation), that represent potential future financial gain. Authors may do so in the covering letter submitted via Manuscript Central.

Funding/Support and Role of Sponsor

All financial and material support for the research and the work should be clearly and completely identified in an Acknowledgment section of the manuscript. The specific role of the funding organization or sponsor in each of the following should be specified: "design and conduct of the study; collection, management, analysis, and interpretation of the data; and preparation, review, or approval of the manuscript."

Reference

1. Council of Science Editors, Scientific Style and Format. The CSE Manual for Authors, Editors and Publishers. 7th ed. Reston (VA): The Council; 2006.
2. The Chicago Manual of Style. 15th ed. 2003.
3. ICMJE Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication [Internet] Available from: <http://www.icmje.org/>

Authorship Agreement Form

Date:
Manuscript title:

The completed forms must be mailed to the Editor, Malaysian Journal of Medical Sciences, USM Press, c/o School of Medical Sciences, Universiti Sains Malaysia Health Campus, Kubang Kerian, 16150 Kota Bharu, Malaysia or faxed to +609 7656532.

Ethical Requirement

The authors attest that full and informed consent was obtained from human subjects and that the work was performed in accordance with the humane and ethical principles of research outlined in the Helsinki guidelines. In countries where institutional review is established, this statement also attests to the approval of that institution of the protocol for all aspects of the investigation presented in a manuscript involving humans or animals.

Conflict Of Interest And Financial Support

The undersigned authors agree that any financial interests that exist for individual contributors in connection with this manuscript have been disclosed in the covering letter submitted through Manuscript Central. Sources of financial support of the project are named in the covering letter as well as in the Acknowledgements.

Duplicate Publications

The undersigned Author(s) certify that neither this manuscript nor one with substantially similar content under their authorship has been

published or being considered for publication elsewhere in any language. They also certify that any previous presentations of this paper in meetings are mentioned in the covering letter.

Authorship

Author(s) attest that all persons designated as authors qualify for authorship and all those who qualify are listed. All others who contributed to the work but are not authors (if any) are named in the Acknowledgements of the manuscript.

In the space marked "Contribution Codes", authors should mark those code letters from the box that designate their own substantive contribution(s) to the paper.

Contribution codes

- A: Conception and design
- B: Analysis and interpretation of the data
- C: Drafting of the article
- D: Critical revision of the article for important intellectual content
- E: Final approval of the article
- F: Provision of study materials or patients
- G: Statistical expertise
- H: Obtaining of funding
- I: Administrative, technical, or logistic support
- J: Collection and assembly of data

Names of all authors

Contribution codes*	Author's Name	Signature

Patient Consent Form

I give my permission for the following material to appear in the print and online versions of the Malaysian Journal of Medical Sciences. The completed forms must be mailed to the Editor, Malaysian Journal of Medical Sciences, USM Press, c/o School of Medical Sciences, Universiti Sains Malaysia Health Campus, Kubang Kerian, 16150 Kota Bharu, Malaysia or faxed to +609 7656532

Title or subject of article, photograph or video:

I understand that my name will not be published but that complete anonymity cannot be guaranteed.

Please check the appropriate box below after reading each statement.

☐ I have read the manuscript or a general description of what the manuscript contains and reviewed all photographs, illustrations, or video files (if included) in which I am included that will be published.
or I have been offered the opportunity to read the manuscript and to see all photographs, illustrations,

☐ I have been offered the opportunity to read the manuscript and to see all photographs, illustrations, or video files (if included) in which I am included, but I waive my right to do so.

Signature of patient or guardian :
Name :
Date :

Copyright Transfer Form

The Universiti Sains Malaysia Press ("USM Press") is pleased to undertake the publication of your work tentatively entitled _____

_____ (the "Contribution")
in its publication _____ (the "Publication").

You, the undersigned individual(s), will retain copyright to the Contribution as author(s); and you grant us, as publisher, the limited rights detailed below, which are expressly conditioned on the terms of this agreement.

We both acknowledge that a static agreement may not be able to contemplate all possible licensing arrangements, technologies or future developments, and therefore we both agree to cooperate in good faith to achieve our mutual goals of maximizing dissemination of your Contribution while ensuring the sustainability of scholarly publishing.

Accordingly, we submit the following terms of publication for your consideration.

1. *License grant*

You grant to USM Press a worldwide, royalty-free, non-exclusive license to:

- (i) reproduce, publicly display, publicly perform and distribute the Contribution in the Publication;
- (ii) authorise third party users of the Publication in electronic or digital (or other intangible) form to download and print out copies of the Contribution for their personal or internal institutional use;
- (iii) authorize others to reproduce, publicly display, publicly perform and distribute the Contribution as part of the Publication through any distribution channels and in any media or format through which USM Press may distribute or make available substantially all the contents of the Publication; and
- (iv) deposit with or otherwise make the Contribution available to digital repositories as required by your funding sources upon your request.

The above rights may be exercised in all media and formats, whether now known or hereafter devised, [and in all languages] in which the Publication as a whole (or substantially all its contents) may be distributed, whether or not the Contribution may be individually or partially accessed or retrieved. The above rights include the right to edit [and translate] the Contribution and to make such modifications as are technically necessary or desirable to exercise these rights in differing media and formats.

2. *Exclusive rights*

You grant to USM Press the worldwide, royalty-free, exclusive right to first publish the Contribution.

3. *Author Rights*

You retain the rights to

- (i) reproduce and distribute a reasonable number of copies of any version of the Contribution, including but not limited to the published version, or portions or derivative works thereof, in the course of your teaching, research, conference presentations and similar professional, scientific, or academic activities (but not permit commercial publication or

widespread distribution of the Contribution or any significant portion or derivative work thereof);

- (ii) post or otherwise make any version of the Contribution, or portions or derivative works thereof, available on your personal web site; and
- (iii) [if and as required by your employing institution(s) or your funding source(s),] make any version of the Contribution available on digital repositories; provided in each case [acronym/abbreviation] (and Publication) is cited as the first/forthcoming publisher of the Contribution and you accurately distinguish any modified version of the Contribution from that published or to be published by us.

4. *Editing*

USM Press will make no material modification to the content of the Contribution without your consent. The Contribution will also be subjected to editing for language clarity and conciseness, should we deemed it necessary. However, if you fail to return the edited manuscript or proofs of the Contribution by the reasonable deadline set by us, you will be deemed to have consented to that modified version.

5. *Credit*

USM Press agrees to make commercially reasonable efforts to include (and require its sublicensees to include) appropriate credit to the author(s) in customary placement with every copy or use of the Contribution as described in Sections 1 and 2.

6. *Warranties*

You warrant that

- (i) you are the creator of the Contribution or otherwise have the rights necessary to grant the licenses granted to USM Press herein; and
- (ii) the Contribution contains no material that infringes or violates any intellectual property or contractual rights of others or that constitutes defamation or invasion of privacy. The foregoing warranties apply only to the Contribution in the form submitted by you to USM Press, and not to any modifications or additions made by USM Press, reviewers or other third parties.

7. **Termination**

If we do not publish the Contribution in the Publication within [twelve (12)] months following submission of the Contribution, extended to the extent of any delays caused by you, you may terminate this agreement and the licenses granted to us hereunder by providing us with written notice of termination, unless we publish the Contribution within [three (3)] months following receipt of such notice. Such termination of this agreement will be your exclusive remedy for any failure by us to publish the Contribution.

8. **Miscellaneous**

This agreement contains the entire understanding of the parties and will be governed by the laws of the State of [state], without reference to its conflicts

of laws principles. This agreement can only be modified by an agreement in writing signed by the parties. This agreement may be executed in one or more counterparts (including, without limitation, by facsimile or .pdf signature) each of which will be deemed an original and all of which will be taken together and deemed to be one instrument. USM Press may assign this agreement in connection with a sale of the Publication or a sale, merger or reorganization of our organization.

If the foregoing terms are acceptable, please sign and date this agreement. All joint authors must sign. Please return the original to USM Press immediately and retain a copy for your records.

Corresponding author name (print or type):	
Address:	Author signature:
	Date:
Joint author name (print or type):	
Address:	Author signature:
	Date:
Joint author name (print or type):	
Address:	Author signature:
	Date:
Joint author name (print or type):	
Address:	Author signature:
	Date:
Joint author name (print or type):	
Address:	Author signature:
	Date:
Joint author name (print or type):	
Address:	Author signature:
	Date: