

INFORMATION FOR THE CONTRIBUTORS

A manuscript prepared following the “Uniform Requirements for manuscripts submitted to biomedical Journals” is acceptable to this journal for publishing. Authors are advised to go through this document and to visit International Committee of Medical Journal Editors’ website at www.icmje.org for further details.

*General rule of scientific writing

- Keep sentences to 18-22 words including the title.

Editorial scope:

The Bhutan Health Journal is intended to promote prompt publication of concise, scientific article based on the study in all fields of medical and health sciences.

- Submitted manuscripts should not be previous re-published or being considered for publication elsewhere.
- All submitted articles will undergo double blind peer review as per recommendations by subject specific experts selected by editors.
- Reviewed manuscripts will be sent to the corresponding author for appropriate response if it is indicated.
- Acceptance is based on significance, originality, clarity and fulfillment of the criteria of the publication policy of this journal.
- The Editor-in-Chief will take all final decisions regarding acceptance.
- Selection of the reviewed and accepted manuscripts intended for publication in a particular issue will be decided by Editorial Board.
- Based on the comments of reviewers and in conformity with the policies of the Journal, manuscripts found unsuitable for publication will be rejected. The corresponding author will be informed of the rejection, and comments of the reviewers, if relevant, will be provided. The manuscript will not be returned.
- Upon acceptance for publication the copy right of the paper automatically transfers to the BHJ and will not be published elsewhere either in part or whole without written permission of the copyright holder.

Ethical aspects:

Manuscripts based on the study should have been conducted according to the ethical standards laid down in the 1964 Declaration of Helsinki revised 2013.

Manuscript must contain a statement in the method section that all human subjects involved studies have been approved by appropriate ethical committee after careful examination of the ethical aspects.

Bhutan Health Journal mandates the submission of a copy of ethical clearance for all research articles and case reports (by foreign authors).

Permission of the patients or their families to reproduce photographs of the patients where identity is not disguised
Author should obtain written permission to reproduce any table, illustration from any other source.

Manuscript submission:

The authors are requested to strictly follow the guidelines below for submission of manuscript to Bhutan Health Journal for publication. The following documents are required with manuscripts to be submitted for publication.

- A covering letter addressed to the Editor-in-Chief of the journal (Refer forwarding letter on the submissions page on www.bhj.com.bt).
- A Title page (Refer manuscript on the submissions page on www.bhj.com.bt).
- Abstract and keywords in the first page followed by the text, prepared in the format of Introduction, Methods, Results and Discussion (IMRAD).
- Authors must submit copies of all documents by going to submission page on www.bhj.com.bt.
- All authors must sign after seeing the manuscript with the statement that they are the only authors and all authors are accountable for the work done.
- The corresponding author should mention the contribution of each author to the work.
- It should contain a declaration that this manuscript has not been submitted elsewhere or not under consideration in any journal.
- It should clearly indicate the publication type (Original/ Review/Case report/letter etc.)
- Should also mention the expected benefit of the medical science from publishing of this article.

Authors are requested to submit new and revised manuscript and correspondence to:
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Manuscript Organization: *Typing*

- Double spaced throughout with Justified and 2.5 cm margins
- Title- font size 16, Headings - font size 14, sub-heading- font size 12 (all in BOLD).
- Text -Font type is Times New Roman with size 10.
- Manuscript should have uniform style, correct journal format, carefully proofread for grammar, spelling and punctuation

Manuscript format

In general, original article should be divided into following sections: Title page, Abstract, Text, Acknowledgements, References, Tables with titles and foot notes, alternatively graph with title and Illustrations with legends. Each of the sections is to start on a separate page. Pages should be numbered consecutively beginning from the abstract and each line numbered consecutively. The format should be in pdf.

Title page:

- Title of the article should be in sentence case except for standard terms, names of the Institutions or places.
- Title should contain time, place and person if possible.
- In general, the use of abbreviations is discouraged unless they help in improving the readability of the text. The expanded form of each abbreviation should precede its first use in the text unless it is a standard unit of measurement.
- Names of all authors with institutional affiliations in order but without degrees or diplomas or title of the author.
- Superscripted numbers should be used after each author's name and the department and institution corresponding to each number should be specified on the page. Names of authors should appear in the order of authorship (see authorship)
- Name of the department and institute where the study was undertaken
- Name of the corresponding author with contact address, telephone number, Email address
- Disclosure of conflict of interest if any
- Disclosure of sources of funding or sponsor
- A short running title
- Number of tables given
- Number of figures given
- Word count of abstract

Abstract:

- Structured with headings for research articles with IMRAD format (Introduction including objectives i.e. briefly explain why the study was done), Methods (how the study was done including with statistical analysis), Results (highlighting the salient results along with important data) & Discussion (including Conclusion with brief highlight of the message of the study).
- Authors name should not be given
- Preferably within about 250 words
- A non-structured abstract is suggested for review article and case report (150 words).
- It should be a concise and accurate summary of the article and should not contain abbreviations (except standard abbreviation), tables, figures, footnotes or references.
- It should not draw conclusions stronger or more expansive than those in the body of the paper.

Key words:

- "Keywords" should be written as one word.
- 3-5 words arranged alphabetically separated by a semi-colon followed by one space and ending with full stop.
- Initial letter of each word should be in upper case.
- Keywords should be MeSH words. Refer MeSH terms at <https://www.nlm.nih.gov/mesh/meshhome.html>

Text:

Text should be arranged into following sections: INTRODUCTION, METHODS, RESULTS, DISCUSSION, CONCLUSIONS,ACKNOWLEDGEMENTS,& REFERENCES (all in Uppercase and Bold). Do not begin a sentence with a numeric anywhere in the text. Write in words for numbers one (1) to ten (10). For grammars and writing format, refer the [NMJI style sheet](#).

Introduction:

- Should contain statement of the problem with a short discussion with available knowledge of its importance and significance
- Should state why the study was carried out and what the specific aims of the study were.
- Review of the literature related to the problem with pertinent references, written as superscripted in-text citations.
- Should be brief but complete enough for the reader to understand the reasons for the study without having to read previous publications on the subject.
- Objectives/ hypothesis/ benefits expected from the study stated in 1-2 paragraph

Methods:

- Mention the study type, place and time.
- Description of study variables.
- Description of study subjects and grouping.
- Selection criteria.
- Approval of the study involving human subjects by ethical review committee and description of the ethical aspects in such study. Write down the ethical clearance number in this section.
- Description of procedure, methods, apparatus, drugs or chemicals as applicable.
- Loss of data or follow up.
- Description of statistical procedure with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results.

Statistics

The following information should be given:

- Statistical methods used for presentation and analysis of data (e.g. mean and standard deviation values or percentage values), and statistical tests (e.g. Student's t test, chi-square test, analysis of variance, non-parametric tests and multivariate techniques)
- Exact *p*-values should be provided.
- Confidence intervals for measurements should be provided wherever appropriate.
- The software package (name and version) used for statistical analysis should be specified.

Results:

- Present result in logical sequence in text, table and illustration with most important finding first.
- Describe the results without comment, give what was found.
- Restrict number of table and figure to 5-7.
- Results should be presented in a logical, sequential order with the methods section.
- The text should be used to highlight the most important aspects of the figures and tables, and to convey unique information.
- Data presented in tables and figures should not be duplicated in the text.
- Drug names, wherever used, should be generic. If the use of proprietary names is deemed a must for the study, generic names should be mentioned in parentheses.

Units of measurements:

- SI units should be used.
- When reporting values for commonly studied components such as cholesterol, blood glucose, blood urea and creatinine, report the value in SI units with traditional units given in parentheses.
- Temperature should be expressed in degrees Celsius and blood pressure in mmHg.
- Scientific names to be italicized.

Table:

- Simple self-explanatory with brief title, not duplicate in text to pass the fall on the ground test.
- The title should contain number of samples, time, place and person (what, where, who, when and how many).
- Each table should be numbered in Romans and be given in continuity of the text.
- Do not use internal horizontal and vertical rules.
- Uses of many tables are not encouraged.
- Authors should place explanatory matter in footnotes, not in the heading. Explain in footnotes all nonstandard abbreviations.
- For footnotes use the following symbols, in sequence:
*, †, ‡, §, ||, ¶, **, ††, ‡‡, †‡.

- Identify statistical measures of variations, such as standard deviation and standard error of the mean.
- Be sure that each table is cited in the text.

Illustration:

- All illustrations must be numbered consecutively in Arabic numerals as they appear in the text
- In case of microphotograph, stains used, internal scale and magnification should be mentioned. BHJ accepts electronic version which should be resolution of 300 dpi, and the dimension of 640 X 480 to 800 X 600 dimension & picture format should be JPEG (*.jpg, *.jpeg) or TIFF (*.tif, *.tiff)
- Legends should not be more than 40 words.
- Table legends should be on top and for the figures in the bottom.
- Use arrows or letters in contrast with the background to indicate special features in graphs and photographs.
- The legend in the graph must include enough information to permit interpretation of the figure without reference to the text. Any labels or abbreviations within the figure must be explained in the legend.

Discussion:

- The most important finding should be stressed first.
- The discussion should summarize how the study findings add to the current knowledge, provide explanations for the findings, compare the study's findings with available studies, discuss the limitations of the study and the implications for future research.
- Only those published articles directly relevant to interpreting the results and placing them in context should be referenced.
- This section should conclude with a brief summary statement.
- The conclusion should be based on and justified by the results of the study.

Acknowledgments:

- Individuals, institution, sponsor, organization or bodies can be acknowledged in the article for their contribution or financial or any form of assistance to the work in few sentences.

References:

- The references list is not usually checked by the editorial staff or reviewer. It is the total responsibility of author to provide accurate information. The authors should check that the references are accurate; lack of accuracy may result in the rejection of an otherwise adequate manuscript.
- For reference, use author number style (Vancouver) which is based on an American National Standards Institute (ANSI) standard, adapted by the National Library of Medicine (NLM). These should conform to the ICMJE style (www.nlm.nih.gov/bsd/uniform_requirements.html, www.icmje.org)
- References should be numbered consecutively in the order in which they are first mentioned in the text.

- Keep references to less than 5 years (at least 80% of all references) unless landmark studies.
- Avoid references from unauthentic journals (predatory/cloned/hijacked journal).
- References included at the end of a sentence or part of a sentence should be placed before the punctuation mark.
- References cited only in tables or in legends to figures should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure.
- Do not include 'personal communications' in the list of references.
- Identify references in the text, tables and legends by Arabic numerals in superscript.
- The titles of the journals should be abbreviated according to the style used in Index Medicus.
- Write names of 6 authors followed by et al. if author's number is more than six.
- Insert the link of the articles as [Full Text][DOI] as detailed below.

How to insert [PubMed][FULL TEXT] [DOI]

- Open the full article online (let's take reference 13 in your manuscript as an example)
- Copy the URL (ctrl+C)
- Mark the cursor at the end of the reference (at the end of ref 13 in your manuscript)
- Press Ctrl+K (a dialogue box will appear)
- Paste the URL link to Address bar
- Erase the link in Text to display and write [PubMed] [Full Text] [DOI] instead
- Press OK

Standard journal article:

Example:

Khalil M, Chowdhury MAI, Rahman H, Mannan S, Sultana SZ, Rahman MM, et al Splenic Mass and its relation to age, sex and height of the individual in Bangladeshi People. J Bangladesh Soc Physiol 2008; 3(1): 71 -78.

Journal article with organization as author:

American diabetes Association. Diabetes update. Nursing, 2003 Nov; Suppl: 19-20.

Journal article with multiple organizations as author:

American Dietetic association; Dietitians of Canada. Position of Dietetic association and Dietitians of Canada nutrition and women's health. J Am Diet Assoc 2004 Jun; 104(6): 984-1001.

Journal article with Governmental body as author:

National Institute on Drug Abuse (US); Caribbean Epidemiology Centre; Pan American Health Organization; World Health Organization. Building a collaborative research agenda: drug abuse and HIV/AIDS in the Caribbean 2002- 2004. West Indian Med J. 2004 Nov; 53 Suppl 4: 1-78.

Standard book with initials for authors:

Eyre HJ, Lange DP, Morris LB. Informed decisions: the complete book of cancer diagnosis, treatment and recovery. 2nd ed. Atlanta: American Cancer Society; 2002. 768 p.

Contributed chapter of a book:

Rojko JL, Hardy WD. Feline leukemia virus and other retroviruses. In:Sherding RG, editor. The cat: Livingstone; clinical management. New York: Churchillst oa and nein; 1989. p. 229-332.

Conference Proceedings:

Pacak K, Aguilera G, Sabban, E, Kvetnansky R, editors. Stress: current neuroendocrine and genetic approaches. Symposium on Catecholamines and Other Neurotransmitters in Stress: 2003 Jun 28-July 3; Smolenice Castle (place of conference), Slovakia. New York (place of publication): New York Academy of Sciences (publisher); 2004 Jun. 590 p.

Scientific and Technical Reports:

Page E, Harney JM. Health hazard evaluation report. Cincinnati (OH)(Place of publication: National Institute for Occupational Safety and Health (US)(Publisher); 2001 Feb.24 p(Total number of pages). Report No.: HE TA2000- 0139-2824

Dissertation & Thesis:

Entire Reference

Kempner JL. Aching heads, making medicine: gender and legitimacy in headache (title) [dissertation]. [Philadelphia]: University of Pennsylvania;2004.27 1p.

Alam M. Study of Heart Rate Variability in Adolescent Athletes [M Phil thesis]. [Dhaka]: Bangabandhu Sheikh Mujib Medical University; 2008. 178p