

## Instructions to Authors

All manuscripts must be prepared in accordance with "Uniform requirements for Manuscripts submitted to Biomedical Journals" developed by International Committee of Medical Journal Editors (Oct 2004). Before sending a manuscript contributors are requested to check for the latest instructions available. The requirements for **Indian Journal of Endocrinology and Metabolism** are summarized below

### The Editorial Process

The manuscripts will be reviewed for possible publication with the understanding that they are being submitted to one journal at a time and have not been published, simultaneously submitted, or already accepted for publication elsewhere.

All manuscripts received will be duly acknowledged, however the journal will not return the unaccepted manuscripts. The Editors will review all submitted manuscripts initially. Manuscripts with insufficient originality, serious scientific flaws, or absence of importance of message face chances of rejection. Other manuscripts will be sent to two or more expert reviewers without revealing the identity of the contributors to the reviewers. Each manuscript will be assigned to a member of the editorial team, who based on the comments from the reviewers will take a final decision on the manuscript and accordingly contributors will be informed about the reviewers' comments and acceptance/rejection of manuscript.

Articles accepted would be copy edited for grammar, punctuation, print style, and format. Page proofs will be sent to the first contributor, which has to be returned within one week. Correction received after that period may not be included.

### Manuscripts

**Review articles:** Systemic critical assessments of literature and data sources. Up to 4500 words excluding references and abstract. Up to three reviews can be accepted per issue.

**Original articles:** Randomized controlled trials, intervention studied, studies of screening and diagnostic test, outcome studies, cost effectiveness analyses, case-control series, and surveys with high response rate. Up to 3500 words excluding references and abstract.

**Update Articles:** Detail information about a new technique or drug or any relevant medical information. Up to 3000 words excluding references and abstract.

**Case reports:** New/interesting/very rare cases can be reported. Cases with clinical significance or implications will be given priority. Up to 1200 words excluding references and abstract and up to 12 references.

Interesting images conveying information regarding rarity of a case or importance of new treatment in endocrinology images in maximum 4 figures endocrinology with brief legend.

**Letter to the Editor:** They should not be preliminary observations that need a later paper for validation but should be short and decisive observations. Up to 500 words and 4 references.

Announcements of conferences, meetings, courses, awards, and other items likely to be of interest to the readers should be submitted with the name and address of the person from whom additional information can be obtained. Up to 100 words can be allowed.

### Authorship Criteria

Authorship credit should be based only on substantial contributions in

- 1) Conception and design or acquisition of data or its analysis and interpretation
- 2) Drafting the article or revising it critically for important intellectual content; and
- 3) Final approval of the version to be published.

Conditions 1, 2, and 3 must all be met. Each contributor should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. The **order** of naming the contributors should be based on the relative contribution of the contributor towards the study and writing the manuscript.

For a case-report, Letter to the Editor and review article the number of contributors should not exceed four. A justification should be included, if the number of contributors exceeds these limits.

### Preparation of the Manuscript

The text of observational and experimental articles should be divided into sections with the headings: Introduction, Material and Methods, Results,

Discussion, References, Tables, Figures, Figure legends, and Acknowledgment. Do not make subheadings in these sections. Send laser printout, on white thick paper, of A4 size (212 × 297 mm), with **margins** of 25 mm (1 inch) from all the four sides. Type or print on only **one side** of the paper. Use **double spacing** throughout. Number pages consecutively, beginning with the title page. The header should contain running title and the first author's last name.

### Title Page

The title page should carry

- 1) Type of manuscript (e.g. Original article, Case Report)
- 2) The **title** of the article, which should be concise, but informative;
- 3) **Running title** or short title not more than 50 characters;
- 4) The name by which each contributor is known (Last name, First name and initials of middle name), with his or her highest academic degree(s) and institutional affiliation;
- 5) The name of the **department(s)** and **institution(s)** to which the work should be attributed;
- 6) The name, address, phone numbers, facsimile numbers and **e-mail address** of the contributor responsible for **correspondence** about the manuscript;
- 7) The total number of pages, total number of photographs and word counts for the text (excluding the references and abstract);
- 8) Source(s) of **support** in the form of grants, equipment, drugs, or all of these;
- 9) **Acknowledgement**, if any;

### Abstract Page

The second page should carry the **full title** of the manuscript and an **abstract** (of no more than 150 words for case reports, short communication and 250 words for original articles). Below the abstract 3 to 10 key words should be provided.

### Introduction

State the purpose of the article and summarize the rationale for the study or observation.

### Methods

The Methods section should include information about the plan or protocol for the study, selection and description of participants like age, sex, race or ethnicity, methods, apparatus (give the manufacturer's name and address in parentheses), and procedures in sufficient detail to allow other workers to reproduce the results. Reports of randomized clinical trials should present information on all major study elements, including the protocol, assignment of interventions (methods of randomization, concealment of allocation to treatment groups), and the method of masking (blinding), based on the **CONSORT Statement** (Moher D, Schulz KF, Altman DG: The CONSORT Statement: Revised Recommendations for Improving the Quality of Reports of Parallel-Group Randomized Trials. *Ann Intern Med.* 2001; 134:657-662).

### Ethical considerations

When reporting experiments on human subjects, 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. **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.

### Results

Data are summarized in the Results section, give numeric results not only as derivatives (for example, percentages) but also as the absolute numbers from which the derivatives were calculated, and specify the statistical methods used to analyze them. Restrict tables and figures to those needed to explain the argument of the paper and to assess its support. Use graphs as an alternative to tables with many entries; do not duplicate data in graphs and tables. Present your results in logical sequence in the text, tables, and illustrations, giving the main or most important findings first. Do not repeat in the text all the data in the tables or illustrations; emphasize or summarize only important observations.

### Discussion

In this section give summary of key findings (primary outcome measures, secondary outcome measures, results as they relate to a prior hypothesis);

Strengths and limitations of the study (study question, study design, data collection, analysis and interpretation); Interpretation and implications in the context of the totality of evidence (is there a systematic review to refer to, if not, could one be reasonably done here and now?, what this study adds to the available evidence, effects on patient care and health policy, possible mechanisms); Controversies raised by this study; and Future research directions (for this particular research collaboration, underlying mechanisms, clinical research).

#### Acknowledgments

As an appendix to the text, one or more statements should specify 1) contributions that need acknowledging 2) acknowledgments of technical help; and 3) acknowledgments of financial and material support, which should specify the nature of the support.

#### References

References should be **numbered consecutively** in the order in which they are first mentioned in the text by **Arabic numerals in bracket**. Use the style of the examples below, which are based on the formats used by the NLM in Index Medicus. Use complete name of the journal for non-indexed journals. For scientific articles, contributors should obtain written permission and confirmation of accuracy from the source of a personal communication.

#### Articles in Journals

1. Standard journal article: Plazzo FF, Sadler GP, Reene TS. Minimally invasive parathyroidectomy. *BMJ* 2004; 328:849-50. (List the first six contributors followed by et al).
2. Issue with supplement: Payne DK, Sullivan MD, Massie MJ. Women's psychological reactions to breast cancer. *Semin Oncol* 1996; 23(1, Suppl 2):89-97.

#### Books

3. Chapter in a book: Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. *Hypertension: pathophysiology, diagnosis, and management*. 2nd ed. New York: Raven Press; 1995. pp. 465-78.

#### Tables

- Tables should be self-explanatory and should not duplicate textual material.
- Type or print out each table with double spacing on a separate sheet of paper.
- Number tables, in Arabic numerals, consecutively in the order of their first citation in the text and supply a brief title for each.
- Place explanatory matter in footnotes, in non-standard abbreviations that are used in each table.
- Obtain permission for all fully borrowed, adapted, and modified tables and provide a credit line in the footnote.

#### Illustrations / Figures

- Send three sets, sharp, glossy, un-mounted, **colour** photographic prints, with height of 4 inches and width of 6 inches.
- Figures should be numbered consecutively according to the order in which they have been first cited in the text.
- Each figure should have a **label pasted** on its back indicating the number of the figure.
- Titles and detailed explanations should be given in the legends for illustrations not on the illustrations themselves.
- If photographs of people are used, either the subjects must not be identifiable or their pictures must be accompanied by written permission to use the photograph.
- If a figure has been published, acknowledge the original source and submit written permission from the copyright holder to reproduce the material. A credit line should appear in the legend for figures for such figures.

#### Legends for Illustrations

Type or print out legends for illustrations using double spacing, with Arabic numerals corresponding to the illustrations.

When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one in the legend.

#### Sending the Manuscript

Please send three copies of the manuscript along with a **covering letter**, **contributors' form** signed by **all** the contributors, **checklist** and **floppy** in a heavy-paper envelope. Place the photographs in a separate heavy-paper envelope. The covering letter must include

- 1) A statement of financial or other relationships that might lead to a conflict of interest, if that information is not included in the manuscript itself or in an authors' form.
- 2) A statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated earlier in this document have been met.
- 3) The manuscript is neither published nor is under consideration for publication elsewhere.
- 4) The name, address, and telephone number of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs.
- 5) Copies of any **permission(s)** to reproduce published material, and to use illustrations or report information about identifiable people must accompany the manuscript.
- 6) The manuscript should be sent to **Indian Journal of Endocrinology and Metabolism**, Department of Endocrinology & Metabolism, Sheri-Kashmir Institute of Medical Sciences, Srinagar, Post Box 930, G.P.O. Srinagar, Kashmir-INDIA.

#### Electronic Version

- The manuscript must be accompanied by a CD containing the manuscript.
- Use a new diskette or **fully** format the diskette before use. There should be **no other document**, file, and material on the diskette other than the final manuscript. Text, references, tables and legends, all should be in one electronic file.
- **Label** each diskette with first contributor's name, short title of the article, software (e.g. MS Word), version (e.g. 7.0) and file name. Name the file on the diskette with the corresponding contributor's last name (up to eight characters) and a three-letter extension to signify the format (e.g. baruah.doc. Use any word-processing program (e.g. Microsoft Word, Word Perfect) or provide text files.
- Use **single space** between lines for the manuscript on the floppy. Provide the tables and charts at the end of the manuscript.

#### Sending a revised manuscript

While submitting a revised manuscript, contributors are requested to include, along with single copy of the final revised manuscript, a photocopy of the revised manuscript with the changes underlined in red and copy of the comments with the point to point clarification to each comment. The final revised manuscript should also be sent by e-mail to [ashraf.endo.ijem@gmail.com](mailto:ashraf.endo.ijem@gmail.com). The **manuscript number** should be written on each of these documents.

**Checklist** (send one copy attached with the manuscript)

#### Covering letter

- Signed by all contributors
- Source of funding mentioned
- Conflicts of interest disclosed

#### Authors

- Author for correspondence, with e-mail address provided identity not revealed in paper except title page (e.g. name of the institute in Methods, citing previous study as 'our study', names on figure labels, name of institute in photographs, etc.)

#### Manuscript

- Introduction, Material Methods, Results, Statistical analysis, Ethical considerations, discussion and references.

#### Tables, figures and Legends

- Appropriately prepared

#### CD ROM

- If submitting hard copies