

GUIDELINES TO AUTHORS

Aim and Scope of the Journal

Journal of Karnali Academy of Health Sciences (JKAHS) is an official journal of Karnali Academy of Health Sciences (KAHS). It is an open accessed, double blind peer-reviewed journal with quarterly print on demand compilation of the issue published. The journal does not charge for submission, processing and publication of manuscripts even for color reproduction of photographs. JKAHS welcomes any type of research articles in the form of Original articles, Case reports, Review articles, Short-communications, Letter to Editor etc. for the publication.

Editorial policies

Any manuscript submitted to the Journal of Karnali Academy of Health Sciences (JKAHS) must be plagiarism free and not be published in any journal, or under consideration of publication in any other journal or other citable form. Authors are required to ensure that no material submitted as part of a manuscript infringes existing copyrights, or the rights of a-third party.

Ethical guidelines:

A statement to ethical approval must be appeared in the Methods section of the manuscript, including the name of the body from which approval has been provided, with a reference number where appropriate. Informed consent must also be documented. For all articles that include information or clinical photographs relating to individual patients, written and signed consent from each patient to publish must also be made available if requested by the editorial board. The involvement of scientific (medical) writers or anyone else who assisted with the preparation of the manuscript content should be acknowledged, along with their source of funding. EJMS requires authors to declare any competing financial or other interest in relation to their work. All competing interests that are declared will be listed at the end of published articles. Where an author provides no competing interests, the listing will read 'The author(s) declare that they have no competing interests.

Peer-review policies

All submitted manuscripts are first evaluated by editorial-board and appropriate manuscripts are then selected for further peer-review process. The managing editor assigned at least two reviewers (national and international) for their review and comments. Authors are asked to

provide names and contact details for two reviewers; however, final selection of reviewers is the responsibility of the managing editor.

The EJMS follows the double blind peer review process. The identity of author kept secret from the editor and the identity of editor kept confidential from the author; for avoiding biasness for peer-reviewers, ensuring the standard of quality requires for the article before acceptance for publication. We make every effort to reach an initial decision within two to six weeks of submission, depending on the type and clarity of research work, research methodology used, availability of reviewer etc. Based on the review process, the editorial-board can reject, accepts or accept after revisions of the manuscript.

Manuscript Submission

These instructions are based in part on recommendations in the Uniform Requirements for Manuscripts Submitted to Biomedical Journal [Ann. Intern. Med.1997; 126: 36-47]. Manuscripts should be written in English that should be in acceptable form. Spelling can be British or American, but consistent throughout the manuscript has to be maintained. Submissions of the manuscript should be done via online manuscript submission by following this link; <https://www.jkajs.org.np/jkajs/index.php/jkajs/about/submissions> In any technical problems, you can email your manuscript to editor@jhas.org.np

Manuscripts must be submitted in electronic version only. MS- Word 2007 documents, as well as older file types are welcome. The manuscript should be in Times New Roman Font Style with 12 Font Size and typed double-spaced throughout with at least a 2.5 cm margins on all sides. Pages should be numbered consecutively, beginning with the title page.

PREPARING MAIN MANUSCRIPT TEXT:

A. GENERAL GUIDELINES:

Manuscripts for Research Articles submitted to Journal of Karnali Academy of Health Sciences (JKAHS) should be divided into the following sections (**in this order**):

1. Title of the article

The title page should provide the title of the article and the full name of the author(s). The author's name should be put in order of their contribution for the research work. The author

affiliation (designation and institutional addresses, and email addresses) should be listed below the title of the article. Please note that abbreviations should be avoided within the title.

2. ABSTRACT

The Abstract of the manuscript should not exceed 350 words and must be structured into separate sections:

- **Background:** It should describe the context and purpose/objectives of the study
- **Methods:** It should contain the materials and method included for the research in brief.
- **Results:** The main findings of the study should be written briefly.
- **Conclusions:** It should contain what author concludes from the result of his/her research work with its potential implications.
- **Keywords:** It should contain five to eight keywords representing the main content of the article.

Note: Please do not cite references in the abstract.

3. BACKGROUND

The Background section should be written in a way that is accessible to researchers without specialist knowledge in that area and must clearly state - and, if helpful, illustrate - the background to the research and its aims. It should contain the brief introduction of the research topic, relevant literature, rationale of the study with research objectives. The section should end with a brief statement of what is being reported in the article.

4. METHODS

The methods section should include the design of the study, the type of materials involved, a clear description of all comparisons, and the type of analysis used, to enable replication.

5. RESULTS

In the result section only main finding can be kept directly by using the table and figures. Each table and figure should be described briefly.

6. DISCUSSION:

In the discussion section the main findings and their links with previous research should be kept. The views of the author with evidences can also be kept to strengthen the links. The limitations of the study have to be included in the discussion section.

7. CONCLUSIONS

This should state clearly the main conclusions of the research and give a clear explanation of their importance and relevance. In the conclusion section, the crux of the finding has to be kept. The crucial findings which could not be included in the discussion section should be kept in this part. Recommendation/s based on the findings should be included.

8. CONFLICT OF INTERESTS & SOURCE OF SUPPORT:

Authors must disclose any financial as well as non-financial competing interests.

9. ACKNOWLEDGEMENTS

All contributors who do not meet the criteria for authorship (who provided purely technical help, writing assistance, or a department chair who provided only general support) should be listed in an acknowledgements section. Please also include the source(s) of funding for each author, and for the manuscript preparation.

10. REFERENCES:

All references should be in Vancouver system (Vancouver reference style or author–number system). Only articles, datasets and abstracts that have been published or are in press, or are available through public e-print/preprint servers, may be cited; unpublished abstracts, unpublished data and personal communications should not be included in the reference list, but may be included in the text and referred to as "unpublished observations" or "personal communications" giving the names of the involved researchers. Obtaining permission to quote personal communications and unpublished data from the cited colleagues is the responsibility of the author

B. CITATION IN THE TEXT OF THE MANUSCRIPT:

All the references used in any manuscript should be cited in the text according to the followed patterns

1. Citing one author: If you want to cite single research work in your manuscript, you may write in this way;

Recent research¹ indicates that the number of duplicate papers being published is increasing.

2. Citing more than one piece of work at the same time: If you want to cite several pieces of work in the same sentence, you will need to include the citation number for each piece of work. A hyphen should be used to link numbers which are inclusive, and a comma used where numbers are not consecutive. The following is an example where works 6, 7, 8, 9, 13 and 15 have been cited in the same place in the text. For example:

Several studies^{6-9,13,15} have examined the effect of congestion charging in urban areas.

3. Citing the author's name in your text: You can use the author's name in your text, but you must insert the citation number as well. For example:

As emphasized by Watkins² carers of diabetes sufferers 'require perseverance and an understanding of humanity'.

4. Citing more than one author's name in your text: If a work has more than one author and you want to cite author names in your text, use 'et al.' after the first author. For example:

Simons et al.³ state that the principle of effective stress is 'imperfectly known and understood by many practicing engineers'.

5. Citing works by the same author written in the same year: If you cite a new work which has the same author and was written in the same year as an earlier citation, each work will have a different number. For example:

Communication of science in the media has increasingly come under focus, particularly where reporting of facts and research is inaccurate^{4,5}.

6. Citing from works with no obvious author: If you need to cite a piece of work which does not have an obvious author, you should use what is called a 'corporate' author. For example, many online works will not have individually named authors, and in many cases the author will be an organization or company. Using the Vancouver style you don't have to include the author in your citation in the text of your work, but you still need to include an author in the full reference at the end of your work. For example:

The Department of Health⁶ advocates a national strategy for creating a framework to drive improvements in dementia services.

A national strategy is creating a framework to drive improvements in dementia services⁶. If you are unable to find either a named or corporate author, you should use 'Anon' as the author name.

7. Citing from chapters written by different authors: Some books may contain chapters written by different authors. When citing work from such a book, the author who wrote the chapter should be cited, not the editor of the book.

8. Secondary referencing: Secondary references are when an author refers to another author's work and the primary source is not available. When citing such work the author of the primary source and the author of the work it was cited in should be used. For example:

According to Colluzzi and Pappagallo as cited by Holding *et al.*⁷ most patients given opiates do not become addicted to such drugs.

9. Citing a direct quotation: If a direct quote from a book, article, etc., is used you must:

- Use single quotation marks: (double quotation marks are usually used for quoting direct speech)
- State the page number: For example: Simons *et al.*³ state that the principle of effective stress is 'imperfectly known and understood by many practicing engineers'.

10. Citing an image/illustration/table/diagram/photograph/figure/picture: You should provide an in-text citation for any images, illustrations, photographs, diagrams, tables, figures or pictures that you reproduce in your work, and provide a full reference as with any other type of work. They should be treated as direct quotes in that the author(s) should be acknowledged and page numbers shown; both in your text where the diagram is discussed or introduced, and in the caption you write for it. For example:

In-text citation: Table illustrating checklist of information for common sources (8: p.22). or 'Geological map of the easternmost region of São Nicolau' (9: p.532).

C. HOW TO MAKE THE REFERENCE LIST:

1. Referencing the journal article in Vancouver style:

Journal article: print	Journal article: online/electronic
<ul style="list-style-type: none"> • Author • Title of journal article • Title of journal (this should be in italics) • Year of publication • Volume number • (Issue number) • Page numbers of the article • Examples: <p>1. Article with 1 to 6 authors:</p> <ul style="list-style-type: none"> • Errami M, Garner H. A tale of two citations. <i>Nature</i>. 2008;451(7177): 397–399. • Chhibber PK, Majumdar SK. Foreign ownership and profitability: Property rights, control, and the performance of firms in Indian industry. <i>Journal of Law & Economics</i>. 1999;42(1): 209–238. <p>2. Article with more than 6 authors:</p> <ul style="list-style-type: none"> • Petrie KJ, Muller JT, Schirmbeck F, Donkin L, Broadbent E, Ellis CJ, et al. Effect of providing information about normal test results on patients’ reassurance: randomised controlled trial. <i>British Medical Journal</i>. 2007;334(7589): 352–254. 	<ul style="list-style-type: none"> • Author • Title of journal article • Title of journal (this should be in italics) • Year of publication • Volume number • (Issue number) • Page numbers of the article • [Date of access] <p>Available from: URL or DOI (if available)</p> <p>1. Article with 1 to 6 authors:</p> <ul style="list-style-type: none"> • Errami M, Garner H. A tale of two citations. <i>Nature</i>. 2008;451(7177): 397–399. [Accessed 20th January 2015 Available from: http://www.nature.com/nature/journal/v451/n7177/full/451397a.html. • Goldacre B. Trivial Disputes. <i>Bad Science Weblog</i>. Available from: http://www.badsience.net/2008/02/trivial-disputes-2/ [Accessed 19th June 2015]. <p>2. Article with more than 6 authors:</p> <ul style="list-style-type: none"> • Wang F, Maidment G, Missenden J, Tozer R. The novel use of phase change materials in refrigeration plant. Part 1: Experimental investigation. <i>Applied Thermal Engineering</i>. 2007;27(17–18): 2893–2901. Available from: doi:10.1016/j.applthermaleng.2005.06.011.

2. Referencing the book in Vancouver style:

Book: print	Book: online/electronic
<ul style="list-style-type: none"> • Author/Editor (if it is an editor always put (ed.) after the name) • Title (this should be in italics) • Series title and number (if part of a series) • Edition (if not the first edition) • Place of publication (if there is more than one place listed, use the first named) • Publisher: Name of the publisher • Year of publication: Year • Example <p>Printed Book: Standard format for citation</p> <ul style="list-style-type: none"> • Simons NE, Menzies B, Matthews M. A Short Course in Soil and Rock Slope Engineering. London: Thomas Telford Publishing; 2001. • Watkins PJ. ABC of Diabetes. 5th ed. London: Blackwell Publishing; 2003. 	<ul style="list-style-type: none"> • Author/Editor (if it is an editor always put (ed.) after the name) • Title (this should be in italics) • Series title and number (if part of a series) • Edition (if not the first edition) • Place of publication (if there is more than one place listed, use the first named) • Publisher • Year of publication • Available from: URL [Date of access] • Example <p>E-Book: Standard format for citation</p> <ul style="list-style-type: none"> • Grech ED. ABC of interventional cardiology. 2nd ed. Chichester: Wiley blackwell; 2011. [Accessed 6th July 2017] Available from: https://ebookcentral.proquest.com/lib/imperial/detail.action?docID=822522.

3. Referencing the Report and Web page of any report in Vancouver style:

Report	Web page/website
<ul style="list-style-type: none"> • Author/Editor (if it is an editor always put (ed.) after the name) • Title (this should be in italics) • Organisation • Report number: (this should be followed by the actual number in figures) • Year of publication • Example 	<ul style="list-style-type: none"> • Author/Editor (use the corporate author if no individual author or editor is named) • Title (this should be in italics) • Available from: URL • [Date of access] • Example <ul style="list-style-type: none"> • European Space Agency. Rosetta:

<ul style="list-style-type: none"> Leatherwood S. Whales, dolphins, and porpoises of the western North Atlantic. U.S. Dept. of Commerce. Report number: 63, 2001. 	rendezvous with a comet. [Accessed 15th June 2015] Available from: http://rosetta.esa.int .
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FIGURE

Only relevant figure or picture (not more than 5) of the manuscript should be used. The legends should be included in the main manuscript text. For each figure, the following information should be provided: Figure number (in sequence, using Arabic numerals (i.e. Figure 1, 2, 3 etc); short title of figure (maximum 15 words). The figure number should be followed by semi-colon. All figure/images should be cited in text in consecutive numerical order. Please note that it is the sole responsibility of the author(s) to obtain permission from the copyright holder to reproduce figures or tables.

For Example: Figure 1: Age-wise distribution of diseases

TABLE

Each table should be numbered at the top and cited in sequence using Arabic numerals (i.e. Table 1, 2, 3 etc.). The table number should be followed by semi-colon. The title of the tables should be concise and summarizes the whole table and is no longer than 15 words. All tables should be cited in text in consecutive numerical order.

For Example: Table 1: Age-wise distribution of diseases

FONT, STYLE AND LANGUAGE

The manuscript should be written in English with Times New Roman font with 12 font size. Spelling should be US English or British English, but not a mixture. Authors are encouraged to submit their article in concise form not exceeding the 3,000 words. Journal of Karnali Academy of Health Sciences (JKAHS) will not edit submitted manuscripts for style or language; reviewers may advise rejection of a manuscript if it is compromised by grammatical errors. So, authors are advised to write their manuscript clearly following the author guidelines of EJMS, and to have their article checked by colleagues before submission.

TYPOGRAPHY

- 1. Title:** Sentence case with capitalize each word (Font Style: Times New Roman, Font Size: 14, Bold, double spacing)
- 2. Author:** Full Name of Author (Font Style: Times New Roman, Font Size: 12, Normal)
- 3. Author Affiliation:** Designation of the author and affiliated University or Research laboratory of the all authors (Font Style: Times New Roman, Font Size: 10, Normal)
- 4. Abstract:** Structured abstract should be written as Background, Methods, Results, Conclusions and Keywords (Font Style: Times New Roman, Font Size: 10, Normal)
- 5. Introduction, Methods. Results, Discussion, Conclusions, and Acknowledgement:** Font Style: Times New Roman, Font Size: 12, Normal
- 6. References:** Font Style: Times New Roman, Font Size: 10, Normal

Managing Editor, JKAHS