
INSTRUCTIONS FOR AUTHORS

Editorial Policy

Journal of Surgery Pakistan International entertains manuscripts in accordance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals. The specific instructions by the International Committee of Medical Journal Editors can be followed in this regard from <http://www.icmje.org>

The Journal of Surgery Pakistan International is published quarterly (March, June, September and December). It entertains articles in all areas of Surgical and allied Disciplines including Surgical Radiology, Pathology, Microbiology, Medical Education, Pharmacology, Bioethics etc.

Submission of Articles

The Journal welcomes the submission of manuscripts that fulfill the general criteria of significance and reports material with excellence. Papers shall be sent for peer review which is usually completed in 3 months.

Electronic submission of manuscripts is strongly encouraged. All material including text, tables, and figures can be send in a single Microsoft Word file (preferably in Times New Roman font size 12 with figures as attachment in JPEG format with high resolution).

Submit manuscripts as e-mail attachment to the Editorial Office at jsurgpakistan@yahoo.com An acknowledgement shall be made on receiving the required material usually within 48 hours.

The covering letter should include the corresponding author's full address and telephone (cell and landline number)/fax numbers. A letter of undertaking (download from website www.jsp.org.pk) must be signed by all authors with mentioning of their degrees, designations, e mail addresses and cell phone numbers. Contribution of each author to manuscript must be mentioned and all shall be responsible for reported material.

Article Types

Types of manuscripts that may be submitted include:

Original articles: These should describe new and carefully confirmed findings. The experimental procedures should be given in sufficient detail for others to re produce the work.

Short Communications: A Short Communication

is suitable for recording the results of small investigations or giving details of new models or hypotheses, innovative methods, techniques or apparatus. The style conform to that of full-length papers.

Reviews: Submissions of reviews are welcomed and encouraged. Reviews should be concise up to 3000 words with maximum of 35 references. Reviews are also peer-reviewed.

Case Reports: A clinically observed rare finding, a new aspect or phenomenon etc can be reported under this category.

Letter to the Editor: On some important aspect to be shared with readers or a comment on published manuscript. The Words count limit is 400 with 3 references.

Other Categories: The journal offer many other categories depending upon the subject of research and quality of evidence brought forward. Such categories include Short Articles, Clinical Practice Articles, Evidence Based Report, Survey, KAP studies, Autits etc.

Review Process

All manuscripts are assessed initially in an in-house review by one of the members of editorial board. This is for conformity with journal style and importance of subject in relation to latest information available in literature. Following initial assessment the manuscript if judged suitable is send for external review to at least two reviewers. A 3 weeks time is given to reviewers. The final decision is then taken by editorial board following reviewers assessment. Those manuscripts that are judged incomplete or needs clarification are send back for revision.

General Format

All portions of the manuscript must be typed double-spaced and all pages numbered starting from the title page. The length of the paper should not cross 2000 words (excluding abstract and references).

The Title should be a brief phrase describing the contents of the paper.

The Title Page should include the authors' full names and affiliations, the name of the corresponding author along with phone, fax and email information. Present addresses of authors should appear as a footnote. Word count to be mentioned and a brief running title added.

Complete sentences, active verbs, and the third person language should be used. It should be written in the past tense. Standard nomenclature should be used and abbreviations should be avoided. Each abbreviation should be spelled out and introduced in parentheses the first time it is used in the text. Only recommended SI units should be used.

Abstract should be informative and reflect the study conducted. It must be structured for original article including Objective, Study design, Place and duration of study, methodology, conclusion and key words (3-5). No background is needed. For original article around 250 words abstract is needed.

Introduction should provide a clear statement of the problem, the relevant literature on the subject, and the proposed approach or solution. It should be understandable to colleagues from a broad range of scientific disciplines. Usually three to four paragraphs are expected. Rationale of the study to be provided in this segment. No more than 10 references are needed. References must be in numerical order.

Methodology should be complete enough to allow experiments to be reproduced. However, only truly new procedures should be described in detail; previously published procedures should be cited, and important modifications of published procedures should be mentioned briefly. Capitalize trade names and include the manufacturer's name and address. Methods in general use need not be described in detail. Study design and methods for analysis of data must be described in detail. Place and duration of study must be mentioned. Sample size calculation where applicable must be provided. Do not put study data in this segment.

Results should be presented with clarity and precision. The results should be written in the past tense when describing findings in the authors' experiments / study. Results should be explained but not discussed and without referring to the literature. Statistical values calculated must be written as only p value less than 0.05 not acceptable. The data described in text must not be put in table and vice versa. Use tables where seems appropriate and same must not be repeated in charts. All charts must be in shades of black and grey with clear distinction between groups.

Discussion part should describe detailed interpretation of data and must not repeat what is already written in result part. Pertinent literature support is needed for any statement and no assumption is allowed. Limitations of the study must

be described and future directions mentioned.

Conclusions must relate to the outcome of the study and no recommendations must be put in this section.

Disclosure grants, funds, etc should be mentioned.

Tables should be kept to a minimum and be designed to be as simple as possible. Tables are to be typed double-spaced throughout, including headings and footnotes. Each table should be on a separate page, numbered consecutively in Arabic numerals and supplied with a heading and a legend. Tables should be self-explanatory without reference to the text. The same data should not be presented in both table and graph form or repeated in the text. Tables should be prepared in Microsoft Word.

Figure legends should be typed in numerical order on a separate sheet. Graphics should be prepared using applications capable of generating high resolution JPEG before attaching with the Microsoft Word manuscript file. Use Arabic numerals to designate figures and upper case letters for their parts. Begin each legend with a title and include sufficient description so that the figure is understandable without reading the text of the manuscript. Information given in legends should not be repeated in the text.

References: In the text, a reference identified by means of a number in superscript style that shall remain constant throughout the manuscript. For articles with more than 6 authors add et al after sixth name. References should be listed at the end of the paper in numerical order. Articles in preparation or articles submitted for publication, unpublished observations, personal communications, etc. should not be included in the reference list. Journal names are abbreviated according to Vancouver style. The number of references must be between 15 – 25. Most of these must be from last five years.

Short Communications They should present a complete study that is more limited in scope than is found in full-length papers. The items of manuscript preparation listed above apply to Short Communications with the following differences: (1) Abstracts (imstructured) limited to 150 words; (2) Word count of 1200 words (3) Maximum of 10 references. (4) limited to one table.

Case Reports: An unstructured abstract of 100 words including salient features with key words and main body of text including introduction, report and discussion are required. The word limit is 1000.

The number of references must not exceed 10. Only two figures allowed.

Proofs and Reprints: Electronic proofs will be sent (e-mail attachment) to the corresponding author as a PDF file. Page proofs are considered to be the final version of the manuscript. With the exception of typographical or minor clerical errors, no changes will be made in the manuscript at the proof stage. JSP publishes freely online. Authors will have free electronic access to the full text (in both HTML and PDF) of the article. Authors can freely download the PDF file from which they can print unlimited copies of their articles. In addition hard copy shall be sent to the corresponding author.

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Fees and Charges: Authors are required to pay amount as decided by editorial board for handling and publication of manuscript.

Authorship Criteria:

ICJME Statement on Authorship

Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3. For further details visit http://www.icmje.org/ethical_1author.html

Plagiarism Policy

According to Merriam Webster dictionary plagiarism is defined as “ the act of using another person's words or ideas without giving credit to that person”. This is considered as crime in publication ethics and is dealt with sternly. A more detailed document can be accessed from Higher Education of Pakistan website and from World Medical Association and COPE web pages in this regard.

Each case shall be processed as per guidelines of COPE and authors shall be given due chance to explain their position. The academic institution to which they belong shall be taken into loop and appropriate action shall be taken by journal which may amount to retraction of already published article and ban from entertaining articles for specified period

of time depending upon decision of the committee comprising of senior editors for the purpose.

Salami Slice

There is a risk of self plagiarism when authors try to make papers out of single data. The authors therefore shall be responsible to disclose up front in their manuscript that the submission is based upon a data which has been reported in part earlier. This practice is discouraged at JSP and authors are advised to send study as a whole based upon their research.