

## AUTHOR GUIDELINES

### Section A: Checklist for the publication

1. Cover letter addressing to BJHS.
2. Institutional Review Committee (IRC) approval letter.
3. Manuscript of research
4. BJHS authorship declaration form with copyright transfer statement and all authors' personal signatures.
5. Supplementary/Supporting files, if necessary.

### Section B: Introduction

Birat Journal of Health Sciences (BJHS) is a tri-annual, peer-reviewed, open-access, Indexed International Health Journal. BJHS is an official journal of Birat Medical College and Teaching Hospital (BMCTH) Nepal with the aim of publication of research related to health sciences for evidence based practice.

#### Types of articles

1. Original Research Article
2. Review article
3. Case Series
4. Case report
5. Audits
6. Medical Education
7. View Point
8. Letter to the editor

#### Submission of manuscripts

Authors are requested to submit their manuscript through our online manuscript submission system at [www.bjhsnepal.org](http://www.bjhsnepal.org) (if any query, email us at [biratjournal2016@gmail.com](mailto:biratjournal2016@gmail.com), [info@bjhsnepal.org](mailto:info@bjhsnepal.org)). By submitting a manuscript, the author agrees to the following:

- i) The work is original and free from plagiarism.
- ii) It has not been submitted for publication or is not under consideration for publication at another Journal.
- iii) All authors are aware of the order of authorship. The submitting author shall be solely responsible in case disputes arise.
- iv) Conflict of interest if any must be explicitly stated at the end of the manuscript.
- v) We will accept only MESH Keywords.  
(<https://www.nlm.nih.gov/mesh/>)

### Section C: General Information

1. **Original Research Articles:** Original research articles are full-length papers that address research questions with appropriate study design and methodology. The entire manuscript including abstract and references should be in a range of 2000-5000 words and should have references not more than 40. The original research article includes title, abstract (introduction, objectives, methodology, results, conclusion and keywords), introduction, methodology, results, discussion, conclusion, recommendations, limitation of the study, acknowledgment, conflict of interest and references.
2. **Review articles:** The author does extensive review of literature across various components of the topic and writes a review article. The review article should have contents rich in thoroughly researched, latest information about a topic. The length of the review articles should be in the range of 2500-5000 words and should have references not more than 50.
3. **Case Series:** The case series is description of 3-5 similar cases that will add information on the existing knowledge of the readers. It is limited to 2000-2500 words and should not contain over 25 references. The case series includes title, abstract (unstructured, keywords), introduction case description, discussion, conclusion, conflict of interest, references.
4. **Case report:** The case report is description of an important case that will add information on the existing knowledge of the readers. The case report should clearly explain what happened to the patient, the course of events and specific reason for choosing that action and its outcome. It is limited to 1500 words, and should not contain over 15 references. The case reports includes title, abstract (unstructured, keywords), introduction case report, discussion, conclusion, conflict of interest, references.
5. **Audits:** An audit is written in the same format as an original research article i.e. Title, abstract (introduction, objectives, methodology, results, conclusion and keywords), introduction, methodology, results, discussion, conclusion, recommendations, limitation of the study, acknowledgment, conflict of interest and references. An audit includes data regarding the composition of cases,

profile of patients of certain cases in one or more hospital settings. If large scale study has been done, including many centers/ geographic regions that contributes significantly to scientific literature, then it may be placed in original research article section rather than in audit section. The decision regarding this, however, rests on the editorial board.

6. **Medical Education:** The articles relating to various aspects of medical education are published. Articles under this section include discussions about education system in medical field, developments in this field, current trends and changes in teaching-learning process, future aspects of medical education and other pertinent topics.
7. **View Point:** The important health issues, health events (conferences, symposium, workshop, presentation, congress) can be send as view point.
8. **Letters to the editor:** Letters to the editor section accepts interesting observations and comments on the articles published in the journal. Due care should be taken in the formation of the letter to avoid any misunderstanding. The replies to such letters will also be published as and when received from the authors. The letter and the reply should not exceed 300 words and should not contain more than 5 references.

#### Section D: Article Processing

The manuscript would be forwarded to an editor and two reviewers. Manuscripts that are outside the range of interest of *Birat Journal of Health Sciences* readership or that fail to satisfy the technical requirements would be promptly returned to authors without further review. The rejected manuscripts would be destroyed. Manuscripts returned to authors for modification should be returned back to the editorial office (duration fixed based on article). If not submitted on time, it would be not considered for publication. In case of technical problems, authors should resubmit the article after making necessary correction within one week. The editorial board reserves the right to assess suitability of the language, modify the text and improve the photographs and illustrations to enhance clarity of expression and presentation without affecting the message and meaning being conveyed by the article.

#### Section E: Manuscript Preparation

Type the manuscript (using 'Calibri' font, size 12) in double space throughout. Uniformity of language with preference to British English is desired. Words not numbers begin a sentence. Arrange your manuscript as given in general information for each article of section C of this author guidelines. Number all pages consecutively, beginning with the title page. Figures, tables and references must be cited by numbers in the manuscript. Use of appropriate SI Units is encouraged. If using other, more commonly used units, give the SI equivalent in parenthesis. Avoid use of full stops in the middle of abbreviations (ECG, not E.C.G). Serial number of each reference should be super-scripted and not written in parenthesis. Use generic names of drugs. Do not use abbreviations in the title. Define unusual abbreviations with the first use in the body of the manuscript. For references, the names of all authors should be mentioned instead of using et al. The abbreviations used for name of a particular journal should be standard.

**Title page:** Type the full names and affiliations of all authors. The title should not exceed 100 characters including spaces between words. Number all pages consecutively beginning with the title page.

**Tables:** Each table should have a title, frequency (n) and numbered in the order of appearance in the text. Use superscript letters to indicate footnotes typed at the bottom of the table. Table should be free of boarder and without columns.

**Figures:** Each figure should have a title, frequency (n), data labels. The edit only graph in MS Excel will be accepted.

**Photos:** High resolution color photograph and if applicable scale bars to be used on the photograph.

**References:** References should be numbered in the order of appearance in the text. Authors are instructed to follow modified Vancouver system for citing scientific literature. Authors must also note that BJHS follows following variation in modified Vancouver style:

- Superscripts must be used rather than brackets.
- Should be inserted after full stops.
- Citation of unpublished observations or personal communications (include separately, permission to quote from appropriate individual) should be placed in the text in parenthesis.

#### Example:

Articles in Journal

Author. Title of article. Abbreviated title of journal. Date of publication YYYY Mon DD; volume number(issue number): page numbers. (list the six authors followed by et.al.)

- Petitti DB, Crooks VC, Buckwalter JG, Chiu V. Blood pressure levels before dementia. Arch Neurol. 2005 Jan;62(1):112-6.

Book

Author. Title of book. edition [if not first]. Place of Publication: Publisher; Year of publication. Pagination.

- Carlson BM. Human embryology and developmental biology. 4th ed. St. Louis: Mosby; 2009. 541 p.

Chapter from book

Author. Title of chapter. In: Editor AA, Editor BB, editors. Title of book. edition. Place of Publication: Publisher; Year of publication. p. [page numbers of chapter].

- Blaxter PS, Farnsworth TP. Social health and class inequalities. In: Carter C, Peel JR, editors. Equalities and inequalities in health. 2nd ed. London: Academic Press; 1976. p. 165-78.

Webpage

Author/organization's name. Title of the page [Internet]. Place of publication: Publisher's name; Date or year of publication [updated yr m onth day; cited yr month day]. Available from: URL

- Diabetes Australia. Diabetes globally [Internet]. Canberra ACT: Diabetes Australia; 2012 [updated 2012 June 15; cited 2012 Nov 5]. Available from: <http://www.diabetesaustralia.com.au/en/Understanding-Diabetes/Diabetes-Globally/>

**Note:** The details of the Vancouver citing and referencing style can be found in the following link: <http://guides.lib.monash.edu/citing-referencing/vancouver>

