



UCMS Journal of Medical Sciences

UNIVERSITY COLLEGE OF MEDICAL SCIENCES

UCMS Journal of Medical Sciences (UJMS)

INSTRUCTION TO AUTHORS

AIMS & SCOPE

UCMS Journal of Medical Sciences (UJMS) is the official publication of University College of Medical Sciences, University of Delhi, Delhi. This journal is a multidisciplinary open-access peer-reviewed journal which promotes research and innovations in the fields of medical, dental and allied specialities including basic biomedical research, medical education and bioethics. The journal is published in online mode as well as print, with a publication frequency of every quarter.

TYPES OF ARTICLES

The following formats are published by the journal:

Original Articles Original articles, including descriptive studies, surveys, diagnostic accuracy studies, cohort studies, case-control studies, clinical trials, systematic reviews, and meta-analysis, have a word limit of 1500-2500 words including a structured abstract of 200 words (background, materials and methods, results and conclusion). 3-5 keywords should be included on the title page. The main text of the article must be arranged in sections on Introduction, Methods, Results and Discussion (IMRAD format). The introduction should provide a brief background for the study emphasising the need for the study and should also state the objectives of the study. The methods need to be detailed including description of study design, place and duration of study, study population, consent and ethics details and complete methodology of the study including sample size calculation and statistical methods used. In case of *in vitro* studies based on tissue culture, the source of cell lines should be specified along with adequate details on the materials and equipment used in the study mentioning the manufacturer's name and address. The results section should include the salient findings of the study. The use of tables and figures is encouraged. Where results are depicted in figures/tables, avoid duplicating the same in text. The discussion should be written in 4 paragraphs; the first paragraph should summarise your chief findings in context of the stated objectives, the second paragraph should compare the results of the study with previous published work, the third paragraph should highlight the strengths and limitations of the study while the last paragraph of discussion should



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provide conclusions (recommendations) of the study. We do not recommend the use of sub-headings in the Results or Discussion section, although, the Methods section should always include a subheading of 'Statistical analysis.' Up to 4 tables, 3 figures and 25 references are permitted.

Review Articles Review articles on subjects relevant to clinical or laboratory practice, bioethics, medical education or biomedical statistics, with a word limit of up to 2500 words are published. Up to 3 tables, 2 figures and 40 references are permitted.

Resident Rounds The journal encourages residents mentored by faculty members to publish a series of cases which bring out some novel aspect regarding etiopathogenesis, diagnosis, treatment or management. The text should comprise of two sections: the first is a case description including the laboratory or diagnostic data, and the second is a focussed discussion on the diagnostic or therapeutic challenge with key learning points. Up to 10 references and 1000 words are permitted. One or two key learning points should be included at the end as bulleted text.

Case Reports Interesting clinical cases highlighting some novel clinical feature, diagnostic or therapeutic aspect can be presented in 800 words with a 50-word unstructured abstract and 5 references.

Innovations in Medical Practice Authors can submit an unstructured manuscript of up to 1000 words accompanied by up to 2 photographs highlighting some novel and innovative diagnostic or surgical or clinical technique or treatment. Up to 10 references are permitted. An unstructured abstract of up to 100 words is also needed. One or two key learning points should be included at the end as bulleted text.

Clinicopathological Conference (CPC) Authors can submit an article up to 2000 words highlighting multi-disciplinary collaboration for case-based teaching. The format for CPC includes an unstructured abstract of about 150 words with 3-5 keywords, a case presentation (clinical, pathology and laboratory protocol), case analysis, differential diagnosis and final discussion by clinician and laboratory expert. The discussants should be referred to as Clinician 1 (physician, surgeon, rheumatologist, neurologist, etc), Clinician 2, Pathologist 1, Microbiologist 1, and so on. The names of these persons may be listed at the end of manuscript as participants. Up to 20 references can be included.



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Images Interesting images including clinical photographs or radiographs (or CT or MRI scan images) or photomicrographs can be submitted in a question-answer format, as an image, together with a short clinical question and a brief answer; up to 400 words and 5 references are permitted. If the photograph is identifiable, please send a written permission from the patient or parent (or guardian) of the child. Privacy of the patient is the responsibility of the author(s). The informed consent documents should also be attached as a supplementary material while submitting the manuscript. Colour images will be published only in the online version of the journal; for print version, these may be converted to black and white. Images to be submitted as JPEG or PNG files with a resolution of 300 dpi.

Health Humanities Section This section serves to allow authors to express themselves in a thoughtful and sensitive manner using tools from humanities like poetry, graphic medicine, narrative medicine, critical disability studies, films, music, history of medicine, etc. It is intended to give freedom of expression, allow catharsis, build resilience and positivity in authors and readers alike. Reflective works co-authored by doctors, medical students, patients, caregivers and parents are encouraged. It should be up to 2000 words with upto 10 references (Referenced only if appropriate).

Videos The online version of the journal allows submission of brief videos which depict some clinical or radiological sign or laboratory technique or observation. The video should be between 8 and 10 minutes in length and must be narrated. The video slides should be sequences as: Title slide, Disclosures, Abstract, Background, Surgical technique/Clinical sign/ Laboratory findings; Patient outcomes (where applicable); Acknowledgments (if applicable). The size of the video should be no greater than 300 mB.

Clippings A summary of about 100 words of original articles published by faculty of UCMS & GTB Hospital as first, second or corresponding authors, in other reputed indexed journals in the preceding 3 months of the current issue of the journal, will be published in every issue of this journal. Up to 10 clippings will be published in every issue.

PREPARING MANUSCRIPT

The Journal follows International Committee of Medical Journal Editor's (ICMJE) Uniform Requirements for Manuscripts Submitted to Biomedical Journals.



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Papers may be submitted in Word format. The use of American (US) English, 12 font (Times New Roman) and double-space the manuscript is recommended. A separate “title page” with the complete title of article, short running title, type of article, full names of all authors with their affiliations, ORCID iDs and email IDs, full name of the corresponding author with contact details, competing interests, funding sources, acknowledgements if any, contributor details and total word count must be submitted. The present affiliation of any author, if different from that where the work was carried out, should be supplied in a footnote. The title page must also state details about ethics clearance including name of ethics committee, reference number of ethics certificate and date of clearance.

The abstract, main text, references, tables and legends for tables and figures need to be submitted as a single word document in the sequence mentioned before. Each table should be placed on a separate page. Each table must have a clear and concise title and should be numbered consecutively in the order in which they appear in the text using Roman numerals. Each Table must be cited in the text. Conventional units of measurement are preferred. Figures should be saved separately from the text. All figures must be cited in text and numbered sequentially in Arabic numerals. Each figure must be uploaded as a separate file and must be deidentified if there are human participants included. Colour figures should be submitted at 300 dpi resolution as JPEG/PNG. Figures submitted in colour will be reproduced in colour online but may appear in black and white in print.

References should be cited in consecutive order using superscript Arabic numbers. Superscripted citations should only follow terminal punctuation. When citing two resources in the same callout, separate them with a comma without any space between digits. A reference can be cited in a figure, table, or box if it is in sequence with references cited in the text. References should be cited in Vancouver format. The general rules of citing are: Use of author’s surname, followed by initials without periods, names of all authors should be given unless there are more than 6, in which case the names of the first 3 authors are used followed by “et al.” DOI should be provided where-ever available; if a DOI is not available for an online journal article, a URL and accession date may be provided. URL should be the last element of a reference. If an organization is the author of a resource, the full name of the organization should appear in the reference. Use sentence case for the titles of book chapters and journal articles. Italicize the titles of books, journals and reports using title case (i.e., capitalize first words of



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title and subtitle, as well as all nouns, pronouns, verbs, adjectives, and adverbs, regardless of length, and conjunctions and prepositions longer than four alphabets). Use abbreviations for titles of journals as used in MEDLINE/Pubmed (eg: Indian Pediatr, Acta Pharm). With page ranges, include all digits, even if the end page number repeats the thousand and/or hundred digit(s) found in the first page number (eg: 1123-1139). Titles of theses and dissertations are given in italics using title case. References to theses should include the name of the university and the year of completion of the thesis.

Some examples for reference formats to be used are:

Journal articles in print

Kotru M, Mathur P, Garg N, Kumar Y, Sikka M, Rusia U. Serum vascular endothelial growth factor correlates with Hasford score in chronic myeloid leukemia. *Indian J Hematol Blood Transfus.* 2022;38(1):61-67. doi:10.1007/s12288-021-01437-6

Online Journal with DOI

Madan U, Bhasin H, Dewan P, Madan J. Improving ineffective erythropoiesis in thalassemia: A hope on the horizon. *Cureus.* 2021;13(10):e18502. doi: 10.7759/cureus.18502

Online Journal without DOI

Ellis PM, Wilkinson TJ. Learning is what happens between seeing patients: defining clinical access. *N Z Med J.* 2022;135(1551):112-114. Accessed October 19,2022.

<https://journal.nzma.org.nz/journal-articles/learning-is-what-happens-between-seeing-patients-defining-clinical-access-open-access>

Journal article on Pubmed not yet in print

Rehman NHU, Dewan P, Gupta R, Gomber S, Raizada A. Effect of antiretroviral therapy on neutrophil oxidative burst in children. *Indian J Pediatr.* 2022 Aug 10:1-7. doi: 10.1007/s12098-022-04321-x. Epub ahead of print.

Chapter in Book

Gupta P, Shah D. Nutritional disorders. In: Gupta P, ed. *Textbook of Pediatrics: A Textbook for Undergraduate and a Primer for Postgraduate Students.* 2nd Ed. Delhi: CBS Publishers and Distributors Pvt Ltd; 2019:87-112.

Print Book

Gupta P, ed. *Textbook of Pediatrics: A Textbook for Undergraduate and a Primer for Postgraduate Students.* 2nd Ed. Delhi: CBS Publishers and Distributors Pvt Ltd; 2019.



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Online Book

Hoffman JIE. *Biostatistics for Medical and Biomedical Practitioners*. Academic Press; 2015. Accessed October 15, 2022. <https://www.sciencedirect.com/book/9780128023877>

Conference Presentation

Deshmukh R. Amlodipine and risk of mortality in thalassemia patients with cardiac iron overload. Paper presented at: 9th Congress of the European Academy of Paediatric Societies; October 11, 2022; Barcelona, Spain.

Internet source

Centres for Disease Control and Prevention. Requirement for proof of COVID-19 vaccination for air passengers. Accessed October 19, 2022. <https://www.cdc.gov/coronavirus/2019-ncov/travelers/proof-of-vaccination.html>

Thesis

Agarwal T. *Optimum dose of oral folic acid supplementation in transfusion-dependent thalassemia major*. Thesis. University of Delhi; 2019.

REPORTING OF VARIOUS STUDY DESIGNS

Authors are encouraged to use EQUATOR network (<https://www.equator-network.org/>) to see the appropriate guidelines for reporting of various study types as follows:

- Randomised trials: CONSORT
- Observational studies: STROBE
- Systematic reviews: PRISMA
- Case reports: CARE
- Qualitative research: SRQR
- Diagnostic/Prognostic studies: STARD
- Quality improvement studies: SQUIRE
- Economic evaluations: CHEERS
- Animal pre-clinical studies: ARRIVE
- Study protocols: SPIRIT
- Clinical practice guidelines: AGREE

The EQUATOR wizard (<https://www.goodreports.org/>) can help you identify the appropriate guideline.

ETHICAL GUIDELINES



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All research studies involving human or animal participants need to have formal approval in writing issued by duly constituted Institutional Ethics Committee. The details of the Ethics committee along with date and letter number of clearance certificate need to be stated in the title page as well as methods section of the submitted manuscript.

Informed consent and assent must be obtained as applicable from all human participants of any study as well as wherever you are using clinical details or/and clinical photographs submitted as Images, Videos or Resident Rounds. It is the responsibility of the author to mask the identity of the patient in clinical photographs using appropriate methods.

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The Editor or members of the Editorial Board may submit their own manuscripts for possible publication in the journal. In such cases, the peer review process will be managed by alternative members of the Editorial Board and the submitting Editor/Board member will have no involvement in the decision-making process.

All manuscript undergo checking for plagiarism using Ouriginal software provided by the University Grants Commission.

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All authors must meet the authorship criteria as deemed by the ICJME: “Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND Drafting the work or revising it critically for important intellectual content; AND Agreement to be accountable for all aspects of the work in ensuring



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that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved”. The contributors who do not meet the criteria for authorship can be listed in Acknowledgement section. One of the authors shall act as corresponding author of the paper and he/she should take the responsibility of co-ordinating the work as a whole.

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SUBMISSION

The manuscript should be submitted in separate files: Title page; main text file; figures. The manuscript is to be submitted by email to journalsubmit@ucms.ac.in.

REVIEW PROCESS

All submissions undergo an initial review by the editorial board and are screened to exclude any evidence of plagiarism. Once a manuscript is deemed to be of a reasonable quality, it will be sent for a double-blinded peer review to reviewers in the relevant specialties. Authors are advised to provide details (names, designation, affiliation, contact email) of 5 potential reviewers (not from the same institution as their own) who are experts in the field and who can be approached to review their paper to prevent undue delay in manuscript processing. The reviewers will be finalized by the editors handling the manuscript. The final decision regarding publication is made by the editor.

CRITERIA FOR ACCEPTANCE

Only manuscripts which meet the following criteria: original and relevant work, robust and ethical study methods, authentic and appropriate data, and valid conclusions well supported by results, are accepted. The articles must be written in reasonably good English and should follow



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the instructions to authors as laid down by the journal. Once accepted, the manuscripts will be formatted in the style of the journal.

SUBMISSION OF REVISED MANUSCRIPT

If you are invited to revise your manuscript after peer review, the revised manuscript should to be formatted according to the requirements as described above and submitted to journalsubmit@ucms.ac.in

CHECKLIST FOR SUBMISSION

1. Cover Letter
2. Point-wise response to reviewers (In case of revised manuscript)
3. Title Page
4. Manuscript including Abstract, Main text, References, Tables, Legends for Tables and Figures
5. Figures (Each figure needs to be a separate file)
6. Consent (For Photos or Videos showing human participants)
7. Institutional ethics clearance letter
8. Publishing Agreement
9. List of 5 reviewers (including names, designation, affiliation, contact number and email address)

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PUBLICATION POLICY



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