

# North American Journal of Medical Sciences

## Instruction for Authors

Manuscripts should be submitted online via the *NAJMS* manuscript submission email at [editor@najms.org](mailto:editor@najms.org).

**Prior to sending your electronic submission, please ensure that the manuscript has been prepared according to this Instruction for Authors, with special emphasis on the style of the manuscript and reference list.**

**Text and tables should be included in one Microsoft Word (.doc) file. Illustrations must be submitted as separate .jpeg file.**

## Authorship Criteria and Authorship

Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. One or more authors should take responsibility for the integrity of the work as a whole, from inception to published article. Authorship credit should be based on a) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; b) drafting the article or revising it critically for important intellectual content; and c) final approval of the version to be published.

For reports of original data and systematic reviews, authors' specific contributions will be published in the Acknowledgment section. All other persons who have made substantial contributions to the work reported in this manuscript but who do not fulfill the authorship criteria should be named with their specific contributions in the Acknowledgment section in the manuscript.

The authors must also certify that the manuscript represents valid work and that neither this manuscript nor one with substantially similar content under their authorship has been published or is being considered for publication elsewhere.

## Role of the Corresponding Author

The corresponding author will act on behalf of all coauthors as the primary correspondent with the editorial office during the submission and review process. If the manuscript is accepted, the corresponding author will review an edited typescript and proof, make decisions regarding release of information in the manuscript to the news media, federal agencies, or both, and will be identified as the corresponding author in the published article. The corresponding author is responsible for ensuring that the Acknowledgment section of the manuscript is complete.

## Peer Review and Processing

The peer review is to ensure that good science is published. All submitted manuscripts are reviewed initially by a *NAJMS* editor. Manuscripts with insufficient priority for publication are rejected promptly, without detailed review. Manuscripts with sufficient priority for publication will be reviewed by at least two experts. Peer reviewer identities are kept confidential, but author identities are made known to reviewers. The existence of a manuscript under review is not revealed to anyone other than peer reviewers and editorial staff.

The peer review process of *NAJMS* not only judges the importance of the work, but also focuses on whether the work is done to high scientific and ethical standards, is appropriately described, and that the data supports the conclusions. The final decision is made on the basis that the peer reviewers are in accordance with one another, or that at least there is no strong dissenting view. In cases where there is strong disagreement, either among peer reviewers or between the authors and peer reviewers, advice is sought from a member of the journal's [Editorial Board](#). Our [Editorial Board](#), therefore, plays a vital role in maintaining the high standards of *NAJMS* while ensuring that it retains the speed of publication necessary for a rapid communication journal. The ultimate responsibility for editorial decisions lies with the Editor-in-Chief.

Once an article is accepted, it is assigned with [Digital Object Identifier \(DOI\)](#) names, and is published in *NAJMS* immediately as a provisional PDF file. The article will subsequently be published both in fully browseable web form and as a formatted PDF. Information about a digital object may change over time, including where to find it, but its DOI name will not change.

### **Copyright Agreement**

Submission of a manuscript to *NAJMS* implies that all authors have read and agreed to the terms and conditions - described on the [Copyright Agreement](#) page - for the publication in the journal.

### **The Types of Manuscripts**

Manuscripts should be prepared in accordance with the [Uniform Requirements for Manuscripts Submitted to Biomedical Journals](#).

Manuscript Components - Manuscripts must include a title page, abstract, text, references, and, as appropriate, figure legends, tables, and figures. Start each of these sections on a new page, numbered consecutively, beginning with the title page.

*NAJMS* publishes original articles, review articles, case reports, letters to the editor, conference abstracts and other special articles.

### **Original Articles**

These papers typically include randomized trials, intervention studies, cohort studies, case-control studies, epidemiologic assessments, preclinical or animal research, surveys with high response rates, cost-effectiveness analyses and decision analyses, and studies of screening and diagnostic tests. Each manuscript should clearly state and include the following sections: a structured abstract, introduction, materials (patients) & methods, results, and conclusions. Data included in research reports must be original, and should be as timely and current as possible. A structured abstract is required (see the detailed in the Manuscript Preparation).

### **Review Articles**

These manuscripts are systematic, critical assessments of literature and data sources pertaining to clinical topics, emphasizing factors such as cause, diagnosis, prognosis, therapy, or prevention. All articles or data sources should be searched for and selected systematically for inclusion and critically evaluated, and the search and selection process should be described in the manuscript. The specific type of study or analysis, population, intervention, exposure, and tests or outcomes

should be described for each article or data source. The data sources should be as current as possible. A structured abstract is required (see the detailed in the Manuscript Preparation).

### **Case Report/Brief Report**

These manuscripts are short reports of original studies or evaluations or unique, first-time reports of four or fewer patients. Text should be structured in the following sections:

- Abstract: It should be structured with following subtitles: Context, Case report, and Conclusions. 300 words or less; do not use nonstandard abbreviations, footnotes or references.
- Introduction: Summarize the context for the report.
- Case report: Report the data of the patient(s) in a logical sequence in the text, tables, and illustrations. Do not duplicate data in graphs or tables.
- Discussion: Emphasize the novel situation and add important insights into mechanisms or diagnosis or treatment, as well as, the conclusions that follow them. Do not repeat in detail data given in other sections of the paper.

### **Letters to the Editor**

Letters to the editor should only contain content pertinent to the articles published in *NAJMS* within 3 months. *Letters should have no more than 3 authors.*

### **Letters in Reply**

Replies by authors should have no more than 3 authors.

### **Manuscript Preparation**

All papers must be written in either American or British English. If English is not your first language, before submitting your manuscript you should have it edited for language. This will help to ensure that the academic content of your paper is fully understood by journal editors and reviewers.

All manuscripts must be formatted double-spaced with line number. All pages, beginning with the title page, must be numbered consecutively throughout. Tables, figure captions and other appended materials must be placed on separate pages. The prepared manuscript must be in MS Word format, use 12-point font size, and leave right margins unjustified (ragged). Do not submit your manuscript in PDF format.

### **Manuscript Submission**

*NAJMS* requires authors to submit electronically prepared manuscripts via email to [editor@najms.org](mailto:editor@najms.org). Currently, we don't use Fast Track or other online submission systems. Manuscripts submitted through email should not also be submitted by postal mail. After the manuscript is submitted through email, the corresponding author will receive a manuscript number.

### **Cover Letter**

*NAJMS* requires authors to submit a letter accompanying the manuscript. In the letter, authors should complete contact information for the corresponding author (postal/mail address, e-mail address, and telephone and fax numbers), state whether the authors have read the [Copyright](#)

[Agreement](#), and whether they have published or submitted any related papers from the same study. If the article or any part of the article has been published previously, it will not be considered. This does not apply to abstracts or conference proceedings. For the detailed information, please see [Duplicates](#), [Previous Publications](#) or [Submissions](#).

### **Title Page**

The title page should include the types of manuscript (original, review, case report or letter), a title of fewer than 150 characters, full names, highest academic degrees, and affiliations of all authors. If an author's affiliation has changed since the work was done, the new affiliation should also be listed. In particular, the title page should include the full contact information for the corresponding author: e-mail address, postal/mail address and telephone and fax numbers. The title page should also include a word count for text (not including abstract, acknowledgment, or references). Do not use abbreviations in the title.

### **Abstract**

All Original Articles and Review Articles must be submitted with structured abstracts as described below:

- Background
- Aims
- Material & Methods
- Results
- Conclusions

Limit the abstract to 300 words. Do not cite references in the abstract. It must be factual and comprehensive. Do not use abbreviations and acronyms, and limit their use in the text. Expand all abbreviations at first mention in the text. No information should be reported in the abstract that does not appear in the text of the manuscript.

Abstracts are not required for letters to the editor and letters in reply, as well as some special articles.

**Key words:** Up to 10 key words or short phrases are provided following the Abstract. These should not duplicate key words from the title. When possible, the terms used should be from the [Medical Subject Headings list of the Index Medicus](#).

### **Text**

Original Articles of an experimental or observational nature should be divided into sections entitled Introduction, Materials and Methods (including ethical and statistical information), Results, Discussion and Conclusion.

Review Articles may require a different format depending on the study designations.

Define abbreviations at first mention in the text and in each table and figure. If a brand name is cited, supply the manufacturer's name and address (company, city and state/country).

## Acknowledgment

The Acknowledgment section should be placed at the end of the text of a manuscript but before the references. The Acknowledgment section includes authors' contributions; information on author access to data; disclosure of potential conflicts of interests that are relevant to the manuscript, including financial interests and relationships; sources of funding and support; an explanation of the role of sponsor(s); information on independent statistical analysis (if required); names, degrees, and affiliations of participants in a large study or other group; any important disclaimers; information on previous presentation of the information reported in the manuscript; and the contributions, names, degrees, affiliations, and indication if compensation has been received for all persons who have made substantial contributions to the work including technical assistance but who are not authors.

## References

Cite original sources when possible. All references must be numbered consecutively in the text, place each citation immediately after the term or phrase and usually before the period; they should appear like the following: [1, 2, 5, 6]. When listing references, follow abbreviate names of journals according to the journals list in [PubMed](#). Citations in the reference list should contain named authors up to 6; if more than 6, list the first 3 followed by "et al." Journal names should be abbreviated as in the [Index Medicus](#).

Some examples of the *NAJMS* reference style are shown below. Please carefully follow the reference style precisely:

- Journal Article: Urita Y, Watanabe T, Imai T, et al. Influence of chronic ethanol consumption on extra-pancreatic secretory function in rat. *North Am J Med Sci* 2009; 1: 239-243.
- Book Chapter: Ramphal R. Infections due to *Pseudomonas* species and related organisms. In: Fauci AS, Braunwald E, Kasper DL. eds. *Harrison Principles of Internal Medicine*. 17th ed. New York, NY: McGraw Hill Medical; 2008:949-956.
- Complete Book: Margulis L: *Origin of Eukaryotic Cells*. New Haven: Yale University Press; 1970.
- Link/URL: U.S. positions on selected issues at the third negotiating session of the Framework Convention on Tobacco Control. Washington, D.C.: Committee on Government Reform, 2002. (Accessed March 4, 2002, at [http://www.house.gov/reform/min/inves\\_tobacco/index\\_accord.htm](http://www.house.gov/reform/min/inves_tobacco/index_accord.htm))
- Unpublished work accepted for publication but not yet released should be included in the reference list with the words "in press" in parentheses beside the name of the journal concerned. References must be verified by the author(s) against the original documents.  
*Personal communications or manuscripts either "in preparation" or "submitted for publication" are unacceptable as reference.*

## Figures

Only high resolution images will be accepted. If you provide any photographs of patients, either they should not be identifiable or the photographs should be accompanied by written permission to use them.

- Number all figures in the order of their citation in the text.
- Include a title for each figure (no longer than 15 words).
- Figures should be provided as separate files, not embedded in the main manuscript file. Each figure should comprise only a single file.
- The file formats of JPEG are preferred.
- Multi-panel figures (for example Fig. 1a, 1b, 1c, 1d) should be submitted as a single composite file that contains all parts of the figure.
- Letters, numbers and symbols should be clear and the same throughout, and should contrast with the background.
- Figure titles and legends should be provided in the main manuscript, not in the graphic file.
- *NAJMS* encourages authors to publish color figures.

### **Figure Legends**

The legends should be included in the main manuscript text file immediately following the references, rather than being a part of the figure file. For each figure, the following information should be provided:

- All figures must have Arabic numbers corresponding to the illustrations (i.e., Figure 1, 2, 3 etc.).
- Short title of figure (maximum 15 words).
- Supply a detailed explanation of each figure (maximum length, 40 words).
- Define all symbols and arrows that are used to identify parts of the figures.
- Explain internal scale and identify the method of staining in photomicrographs.

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- Include a title for each table (no longer than 15 words) in a single file.
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- Submit tables in a word processing—not an imaging—format.
- Explain all nonstandard abbreviations in footnotes.
- Identify statistical measures of variations, such as SD or SE. Do not merely repeat information in the text.
- Supply written permissions to use data from another published or unpublished source.

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#### *Creating a Table*

Use the table editor of the word processing software to build a table. Do not embed tables as images in the manuscript file or upload tables in image formats. Regardless of which program is used, each piece of data needs to be contained in its own cell in the table. Tables should be

single-spaced. Avoid creating tables using spaces or tabs. For accepted manuscripts, tables created with spaces, tabs, and/or hard returns must be retyped during the editing process, creating delays and opportunities for error. Do not try to align cells with hard returns or extra spaces. Similarly, no cell should contain a hard return or tab. Although individual empty cells are acceptable in a table, be sure there are no empty columns.

All *P* values should be reported as exact numbers to 2 digits past the decimal point, regardless of significance, unless they are lower than 0.01, in which case they should be presented to 3 digits. Express any *P* values lower than 0.001 as  $P < .001$ . *P* values can never equal 0 or 1.

### **Units of Measurement**

Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or liter) or their decimal multiples. Temperatures should be given in degrees Celsius. Blood pressures should be given in millimeters of mercury.

All hematologic and clinical chemistry measurements should be reported in the metric system in terms of the International System of Units (SI). Editors may request that alternative or non-SI units be added by the authors before publication.

### **Abbreviations and Symbols**

Use only standard abbreviations. Avoid abbreviations in the title and abstract. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

### **Patient Anonymity and Informed Consent**

It is the author's responsibility to ensure that a patient's anonymity be carefully protected, and to verify that any experimental investigation with human subjects reported in the manuscript was performed with informed consent and following all the guidelines for experimental investigation with human subjects required by the institution(s) with which all the authors are affiliated. Authors should mask patients' eyes and remove patients' names from figures unless they obtain written consent from the patients and submit written consent with the manuscript.

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### **Accepted Manuscripts**

The designated corresponding author will receive notification of availability of page proofs by e-mail. It is the author's responsibility to ensure that there are no errors in the proofs. Proofs must be checked carefully and corrections sent back within 48 hours of receipt, as requested in the electronic cover letter accompanying the page proofs.

## **Page Charges**

Authors will be billed a publication page rate of \$30 per printed page, but not charged for color figures.

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## **Manuscript Checklist (Before Submission)**

1. Cover letter.
2. Title page with all authors' highest degrees and affiliations indicated.
3. Corresponding author designated, e-mail address, and full postal mailing address included in cover letter and on title page.
4. Type of manuscript indicated in the title page.
5. Structured abstract (300-word maximum): Objectives, Materials and Methods, Results, Conclusions.
6. Up to 10 Key Words.
7. Manuscript double-spaced with page numbers throughout. Full manuscripts/original articles are structured into four main headings:
8. Introduction, Materials and Methods, Results, Discussion and Conclusion.
9. References double-spaced (checked for accuracy and completeness; cited in numerical order in text).
10. Tables created using the table editor of MS Word (with brief title).
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