

KUWAIT MEDICAL JOURNAL (KMJ)

Instructions for Authors

INTRODUCTION

Formerly known as 'The Journal of the Kuwait Medical Association', the Kuwait Medical Journal (KMJ) was established in the year 1967. It is the official publication of the Kuwait Medical Association and published quarterly and regularly in March, June, September and December.

AIMS AND SCOPE

KMJ aims to publish peer-reviewed manuscripts of international interest. Submissions on clinical, scientific or laboratory investigations of relevance to medicine and health science come within the scope of its publication. Original articles, case reports, brief communications, book reviews, insights and letters to the editor are all considered. Review articles are solicited. Basic medical science articles are published under the section 'Experimental Medicine'.

GENERAL

The Kuwait Medical Journal is a signatory journal to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals, the fifth (1997) revision of a document by the international Committee of Medical Journal Editors. A description of important features of this document is available on the Lancet website at <http://www.thelancet.com>. Alternatively, you may consult the following: N Engl J Med 1997; 336:307-315 or order the leaflet "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" by writing to the Editor of the British Medical Journal (BMJ), BMA House, Tavistock Square, London WC1H 9JR, UK.

To present your original work for consideration, one complete set of the manuscript, written in English (only), accompanied by tables, and one set of figures (if applicable), should be submitted to the Editor. Authors should also provide the manuscript on an IBM compatible medium such as floppy, CD (in MS word format) or pen-drive, if not submitted through e-mail. The KMJ editorial office uses Microsoft 'Office 2007' word processing and 'Excel' programs. Details of the type of computer used, the software employed and the disk system, if known, would be appreciated.

ELECTRONIC SUBMISSIONS

A manuscript could be submitted through e-mail as an attached word-document (.doc), **together with a scanned copy of the signed consent letter of the author(s)**. The consent letter could otherwise be faxed to the journal office at (00965) 25312630 or 25333276. **Figures, if any, need to be in .jpg/.jpeg/.bmp format with 300 dpi resolution and illustrations such as**

drawings, charts, Excel presentation, etc. shall be submitted as separate attachments. Incomplete/improper submissions will not be processed, and will be returned.

Following a peer review process, the corresponding author will be advised of the status; acceptance/recommendation for revision or rejection of the paper, in a formal letter sent through post and/or e-mail. A galley proof will be forwarded to the corresponding author through e-mail before publication of the accepted papers which must be returned to the journal office within 48 hours with specific comments, if any. Corrections in the galley proof, in case any, must be limited to typographical errors, or missing contents only.

ETHICAL CONSIDERATIONS

Where human investigations or animal experiments are part of the study, the design of the work has to be approved by local ethics committee. A relevant statement of approval should be added in the 'Subjects and Methods' section of the manuscript.

PREPARATION OF THE MANUSCRIPT

The manuscript should be typed as 'normal text' with no hyphenation and no hard returns within paragraphs (use automatic word wrap) on A4 size (29.7 x 21 cm) paper in single column format, preferably in font size no.12. Cell format for paragraphs, artwork and/or special effects for the text and/or table(s) are not acceptable. Italics shall be used only for foreign/Latin expressions and/or special terminologies such as names of micro organisms. Maintain a minimum of 2 cm margin on both sides of the text and a 3 cm margin at the top and bottom of each page. No part of the text other than abbreviations and/or subtitles shall be written in upper case (ALL capital). Header/footer notes, end notes, lines drawn to separate the paragraphs or pages etc. are not acceptable. Do not submit articles written/saved in 'Track-change' mode

THE ORDER OF THE TEXT

Original Articles: Title page, Abstract (in structured format for original articles) of no more than 250 words, Key Words (no more than five), followed by Introduction, Subjects (or Materials) and methods, Results, Discussion, Conclusion, Acknowledgment/s (if any), References, Legends to figures, Tables, and Figures. Each section should begin on a new page.

Review Articles (solicited): Title Page, Abstract of no more than 250 words, Key Words (no more than five), followed by Introduction, Methods/History (if applicable), Literature Review, Conclusion,

Acknowledgment/s (if any), References, Legends to figures, Tables, and Figures. Each section should begin on a new page.

Case Studies: Title page followed by Abstract (a short summary of not more than 200 words), Key Words, Introduction, Case history/report, Discussion, Conclusion, Acknowledgment/s (if any), References, Legends to figures, Tables, and Figures.

Manuscript should be paginated consecutively, commencing with the title page. Main headings, introduction, subjects and methods, etc., should be placed on separate lines. Key Words should be preferably MeSH terms, and must not duplicate words already in the manuscript title; MesH terms can be checked at: <<http://www.nlm.nih.gov/mesh/MBrowser.html>>.

THE TITLE PAGE

Title page of the submitted manuscript should provide a clear title of the study followed by **full names of all authors**, the highest academic degree and affiliations if any, the name and address of **the institution/s where the work was done including the department, the name and complete address of the corresponding author** to whom proofs and correspondences shall be sent, duly supported with contacts such as telephone, mobile/cell, fax and e-mail address (if available).

STRUCTURED ABSTRACT

A structured abstract (**no more than 250 words**) is required for studies **under the section "Original Articles"**. It must provide an overview of the entire paper, and **should contain succinct statements on the following**, where appropriate: **Objective(s), Design, Setting, Subjects, Intervention(s), Main Outcome Measure(s), Result(s), and Conclusion(s)**. (See: Haynes RB, Mulrow CD, Huth AJ, Altman DG, Gardner MJ. More informative abstracts revisited. *Annals of Internal Medicine* 1990; 113:69-76). **Abstract for all other category of submissions shall be a short summary followed by Key words** and the report or review.

TABLES

Tables typed on separate pages using table format should follow the list of references. All tables must be numbered consecutively and provided with appropriate titles. Contents of the table should be simple, and information therein not duplicated, but duly referred to, in the main text. Tables recording only a few values are not appreciated, since such information can be more accurately, usefully and concisely presented as a sentence or two in the text.

DESIGN OF THE WORK

This should be stated clearly. The rationale behind the choice of sample size should be given. Those

about to begin randomized controlled studies may wish to study the CONSORT statement (*JAMA* 1996; 276:637-639).

ILLUSTRATIONS

Photographs, Photomicrographs, line drawings, transparencies, etc. must be of high quality and supplied in original (not photocopies or laser prints) of size 10 x 15 cm (4" x 6"). Regarding scanned image requirements, see 'Electronic Submissions'. Photographs should fit within a print area of 164 x 235 mm. **All the figures must be numbered serially** (Fig 1, Fig 2 etc.) and the figure number written on the back of each, together with an arrow drawn to indicate the top edge. Figures where patient's identity is not concealed, authors should submit a written consent of the patient or of the patient's guardian, in case of minors. **Figure legends should be listed separately after the 'References' section.** If any of the tables, illustrations or photomicrographs have been published elsewhere previously, a written consent for re-production is required from the copyright holder along with the manuscript. Charts and drawings must be professionally done, duly titled and submitted in Excel format as separate files. When charts are submitted, the numerical data on which they were based should be supplied.

ABBREVIATIONS

Except for units of measurement, **abbreviations should be defined on first use** and then applied consistently throughout the article. Non-standard abbreviations or those appearing fewer than three times are not accepted. Use abbreviated units of measure, only when used with numbers.

NUMBERS AND UNITS

Measurements of length, height, weight and **volume must be reported in metric units** (meter, kilogram, liter etc.) or their decimal multiples. Temperature should be given in degrees Celsius. Blood pressure in mm Hg, and hematological and biochemical **measurements in Système International (SI) units**. For decimal values, use a point, and not a comma, e.g., 5.7. Use a comma for numbers > 10,000 (i.e., 10³) and for numbers < 9999, do not use a comma (e.g., 6542).

DRUG NAMES

Non-proprietary (generic) names of product should be employed. If a brand name for a drug is used, the British or international non-proprietary (approved) name should be given in parentheses. The source of any new or experimental preparation should also be given.

REFERENCES

Indicate references in the text in sequence using Arabic numerals **within square brackets and as superscripts (e.g.,^[1, 3-5] etc)**. Do not quote additional

data (like part of the title, year of publication etc.) from the references with citations in the text, unless very important. In the References section, list them in the same sequence as they appeared in the text. **Include the names and initials of all authors if not more than six (≤ 6); when authorship exceeds six, use *et al* after three author names. Do not use automatic numbering, end notes or footnotes for references.** References to manuscripts either in preparation or submitted for publication, personal communications, unpublished data, etc. are not acceptable.

The author's name should be followed by the title of the article, the title of the journal abbreviated in the style of the Index Medicus, the year of publication, the volume number and the first and last page numbers. References to books should give the title of the book, followed by the place of publication, the publisher, the year and the relevant pages. Journal titles should be abbreviated according to the style in Index Medicus. References should be limited to those relating directly to the contents of the paper and should be set out in Vancouver style, as shown in the examples below.

EXAMPLES

Article

Burrows B, Lebowitz MD. The β agonists dilemma (editorial). *N Engl J Med* 1992; 326:560-561.

Book

Roberts NK. The cardiac conducting system and His bundle electrogram. New York, Appleton-Century-Crofts, 1981; 49-56.

Book chapter

Philips SJ, Whisnam JP. Hypertension and stroke, In: Laragh JH, Bremner BM, editors. Hypertension: pathophysiology, diagnosis, and management. 2nd Ed. New York: Raven Press; 1995. p 465-478.

Weblinks

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 June 4, 2003, at http://www.house.gov/reform/min/inves.tobacco/index_accord.htm.)

AUTHORSHIP AND CONSENT FORM

All authors must give their signed consent for publication in a letter of submission, which should accompany the manuscript. This letter should contain the statement that *"This manuscript (write the title) is an unpublished work which is not under consideration elsewhere and the results contained in this paper have not been published previously in whole or part, except in abstract form. In consideration of the KMJ accepting my/our submission for publication, the author(s) undersigned*

hereby assign all copyrights ownership to the KMJ and shall have no right to withdraw its publication. It is expressly certified that I/we, have done/actively participated in this study and agree to the accuracy of contents of this manuscript. It was conducted in accordance with current ethical considerations and meets with the committee's approval. I/all of us agree to its publication in KMJ and to the authorship as expressed in this declaration and in the title page of our manuscript". The participation of the authors must include: conception, design, analysis, interpretation, or drafting the article for critically important intellectual content. A change in authorship after initial submission of a manuscript should be duly supported with a documented request from the main author, duly endorsed by the author removed and/or added. No changes in authorship will be permitted after acceptance for publication of a manuscript.

More than six authors are not appreciated for an article and if listed, the authors may be asked to justify the contribution of each individual author. For case reports, not more than three authors are acceptable. Regarding contributions of authors over the limit mentioned above, read the 'Acknowledgment' section.

ACKNOWLEDGMENT

The objective of this section is to disclose affiliations with or association of any organization with a direct financial interest in the study. Otherwise, it will be considered as having no such interests. Contributions of others who have involved in the study, such as statisticians, radiologists etc. and/or those who have assisted in the preparation of the manuscript being submitted could also be included in this section.

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SUBMISSION OF A MANUSCRIPT

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