

## INSTRUCTIONS TO AUTHORS

### MANUSCRIPT SUBMISSION

To streamline the submission process and ensure the highest quality of publications, we kindly request that you adhere to the following guidelines:

- **Online Manuscript Submission:** Access to **The Rajasthan Medical Journal** portal is granted through SSO (Single Sign-On). To sign in/ register for an SSO ID, please visit the SSO portal: <https://sso.rajasthan.gov.in/signin>.
- **No Submission Fees:** Authors are not required to pay any fees for manuscript submission, processing, or publication.
- **Compliance with Instructions to Authors:** Manuscripts that do not conform to our "**Instructions to Authors**" will be returned to authors for technical revisions before undergoing editorial and peer review.
- **Format:** Please upload your work in **THREE SEPARATE FILES** as under:-
  1. **Copyright Transfer Form: (Download template: Annexure I)** has to be scanned and submitted with the signatures of all the contributors.
  2. **Main Manuscript File: (Download template: Annexure II)** All information that could potentially reveal the authors' identities should be included in this file. Please use template file for submission and refrain from zipping the files. This file should include the following details:
    - **Type of manuscript** (e.g., original article, review article, case report, letter to the editor, etc.).
    - **Title of the manuscript.**
    - **Names of all authors/contributors along with their affiliations.**
    - **Abstract with Keywords**
    - **Department(s) and/or institution(s)** to which the work should be credited.
    - **The name, designation, affiliation, address, Country, ORCID iD and E-mail ID of the corresponding author**, who is responsible for communicating with the other authors about revisions and final approval of the proofs.
    - **Main body of the manuscript.**
    - **Abbreviations**
    - **Declaration of Acknowledgment**, if any.
    - **Funding**
    - **Availability of data and materials**
    - **Statement of individual author contributions.**
    - **Statement of Ethics approval and consent to participate:** We require every research article submitted to include a statement that the **study obtained ethics approval (or a statement that it was not required and why)**, including the name of the ethics committee(s) or institutional review board(s), the decision number/ID of the approval(s), and a statement that participants gave informed consent before taking part.

- **Competing Interests:** A statement of financial or other relationships that might lead to a conflict of interest, if that information is not included in the manuscript itself or in an authors' form
  - **References:** References must be numbered consecutively in the order they are initially mentioned in the text, rather than in alphabetical order.
3. **Blinded Manuscript File:** The manuscript text should contain the **Title of the manuscript, Abstract, Keywords and Main body of manuscript.** Notably, this document **MUST NOT contain any references to the authors' names, initials, institutional affiliations, or acknowledgments.** Please use DOCX/ DOC files for this purpose, and refrain from compressing files.

**Note: Abstract with Keywords should be entered on the text box provided on The Rajasthan Medical Journal Portal.** The abstract should briefly state **the background, methods, results and conclusions of the research (maximum of 250 words).** As for the keywords, provide a **maximum of 8 keywords**, avoid general and plural terms and restrict use of abbreviations to those widely recognized within the medical domain.

## MANUSCRIPT PREPARATION

Manuscripts must be prepared in accordance with "**Uniform requirements for Manuscripts submitted to Biomedical Journals**" developed by the **International Committee of Medical Journal Editors.** The uniform requirements and specific requirement of The Rajasthan Medical Journal are summarized below:

### Text Formatting

Manuscripts should be submitted in Word (Download Template: Annexure II).

- Use a normal, plain font (e.g., 12-point Times Roman) for text.
- Use single line spacing.
- Use italics for emphasis.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Save your file in DOCX format (Word 2007 or higher) or DOC format (older Word versions).

### Types of Manuscripts

- **Original Articles**

Original articles encompass a variety of research types, such as randomized controlled trials, intervention studies, studies of screening and diagnostic tests, outcome studies, cost-effectiveness analyses, case-control series, and surveys with a substantial response rate. The main body of original articles, **comprising up to 3,000 words (excluding the abstract, references, and tables)**, should be organized into sections with the following headings: **Abstract, Keywords, Introduction, Materials and Methods, Results, Discussion, References, Tables, and Figure along with their respective legends.** It is acceptable for

**the manuscript to incorporate up to 30 references. A structured abstract of 250 words is required**, offering an accurate summary of the article.

- **Review Articles**

The recommended word limit for review articles is set at a **maximum of 3,000 words, excluding tables, references, and the abstract. It is acceptable for the manuscript to incorporate up to 30 references. An unstructured abstract of 250 words is required**, offering an accurate summary of the article. **The specific section titles within the manuscript should be determined by the topic under review. Authors submitting review articles are expected to include a section detailing the methods employed for locating, selecting, extracting, and synthesizing data.** These methods should also be summarized in the abstract.

- **Case Reports**

We welcome the submission of case reports featuring new, unusual, or rare cases that offer valuable diagnostic or therapeutic insights and impart knowledge to our readers. **Priority will be given to cases with clinical significance or implications. These reports can be a maximum of 1,000 words (excluding the abstract and references) and should include the following sections: an unstructured abstract, keywords, introduction, case report, discussion, references, tables, and legends, in that order. Up to 10 references are allowed, and up to four authors can collaborate on Case Reports.**

- **Letter to the Editor**

Letters to the Editor should present concise and conclusive observations, ideally related to previously published articles or viewpoints expressed in the journal. **These observations should not be preliminary and in need of later validation through another paper. Each letter can be up to 500 words in length and cite a maximum of 5 references. Generally, these letters should have no more than four authors.**

- **Other Contributions:**

Editorials, Guest Editorials, Commentaries, and Opinions are actively sought by the editorial board.

## **References**

References must be numbered consecutively in the order they are initially mentioned in the text, rather than in alphabetical order. References in the text, tables, and legends should be indicated with Arabic numerals in superscript. When referencing in tables or figure legends, follow the sequence established in the main text. Utilize the style exemplified below, based on the format utilized by the NLM in Index Medicus. Journal titles should be abbreviated following the Index Medicus convention. For non-indexed journals, use the full journal title. Avoid citing abstracts as references. Manuscripts submitted but not accepted should be mentioned in the text as "unpublished observations" with written permission from the source. Only cite "personal communication" when it offers indispensable information unavailable from a public source, including the individual's name and the date of communication in parentheses in the text. For other reference types, like newspaper items, please refer to the ICMJE Guidelines (<http://www.icmje.org> or [http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html)).

For example, for an article in a journal:

1. *Standard journal article (less than six authors):*  
Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med.* 2002 Jul 25;347(4):284-7.
2. *Standard journal article (more than six authors): List the first six authors, followed by et al.:*  
Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res.* 2002;935(1-2):40-6.