

# INSTRUCTIONS TO AUTHORS

Pakistan Postgraduate Medical Journal is published quarterly on behalf of the Postgraduate Medical Institute Academic Cell.

Pakistan Postgraduate Medical Journal is recognized by the Pakistan Medical and Dental Council and Public Service Commission authorities of Provincial and Federal Governments and member of the autonomous bodies.

All material submitted for publication should be sent exclusively to the Pakistan Postgraduate Medical Journal. Work which has already been reported in a published paper or is described in a paper sent or accepted elsewhere for publication should not be submitted. However, a complete report following publication of a preliminary report, usually in the form of an abstract or a paper that has been presented at a scientific meeting, if not published in full in a proceedings or similar publication, may be submitted.

All authors must give written consent for publication in a covering letter and should also testify that the material submitted has not been published previously and is not under consideration for publication elsewhere.

If tables, illustrations or photographs which have been already published are included, a letter of permission for their republication should be obtained from author(s) as well as the editor of the journal where it was previously printed.

## MATERIAL FOR PUBLICATION

The material submitted for publication may be in the form of an Original Article, a Review Article, a Case Report or a Letter to the Editor.

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Letters should normally not exceed 400 words, have no more than 10 references and be signed by all the authors; preference is given to those that take up points made in contributions published in the journal. Obituaries should be of about 250 words. An article based on dissertation submitted as part of the requirement for a Fellowship of the College can be sent for publication. Editorials are written by invitation.

Authors should keep one copy of their manuscript for reference and send three copies to Editor, Pakistan Postgraduate Medical Journal. The illustrations or photographs should also be sent in duplicate.

Each manuscript should include a title page, abstract, text, acknowledgements, references, tables and legends. Each component should begin on a new page, in the following sequence:

The manuscript should be typed in double spacing on 8½" × 11" (21.5 cm × 28.0 cm) white bond paper with one-inch (2.5 cm) margin on both sides. It should not exceed 20 papers, excluding tables and references. There should be no more than 40 references in an Original Article and no more than 100 in a Review Article. The Article must be prepared on a word pro-

cessor and properly protected diskette / CD should be sent with the manuscript.

System international (S.I) Unit measurement should be used. All drugs must be mentioned in their generic form. The commercial name may, however, be mentioned within brackets.

## TABLES AND ILLUSTRATIONS

Tables and illustrations should be submitted separately from the text of the paper and legends to illustrations should be typed on a separate sheet. Tables should be simple and should supplement rather than duplicate information in the text; tables repeating information will be omitted. Each table should have a title and be typed in double space without horizontal and vertical lines on a 8½" × 11" (2.15 × 28.0 cms) paper. Tables should be numbered consecutively with Roman numerals in the order as these are mentioned in the text. Page number should be in the upper right corner. If abbreviations are used, they should be explained in footnotes. When graphs, scattergrams or histograms are submitted, the numerical data on which they are based should be supplied.

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Permission to reproduce photographs of patient whose identity is not disguised should be sent with the manuscript; otherwise the eyes will be blackened out.

## REFERENCES

References should be numbered in the order in which they are cited in the text. At the end of the article, the full list of references should give the names and initials of all authors (unless there are more than six when only the first three should be given followed by et al). The authors' names are followed by the title of the article; the title of the journal abbreviated according to the style of the Index Medicus (see "List of Journals Indexed", printed yearly in the January issue of Index Medicus); e.g.; Hall R. R. The healing of tissues by CO<sub>2</sub>-laser. Br. J. Surg., 1971; 58: 222-225. Reference to books should give the names of editors, place of publication, publisher and year. The author must verify the references against the original documents before submitting the article.

Peer review: Every paper will be read by at least two members of the editorial board. The papers selected will then be sent for statistical analysis and an external review if required.

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