

## Instructions to authors

### Heading and link (eg - IJOS / JOTR)

The Editorial Process / Clinical trial registry / Authorship Criteria / Contribution Details / Conflicts of Interest (Competing Interests) / Copies of any permission(s) / Ethical approval / Submission of Manuscripts / Preparation of Manuscripts / Types of Manuscripts / Tables / Figures / References / Protection of Patients' Rights / Sending a revised manuscript / Reprints and proofs / Copyrights / Responsibilities of Author / Checklist / Downloads

Before submitting any manuscript to the journal, please read and review instructions to the authors and requirements for submission as per the journal. These instructions are readily available on the website in [instruction to authors \(link\)](#). Orthopaedic Journal of Madhya Pradesh Chapter requires authors to adhere to the guidelines: STROBE when submitting manuscripts consisting of observational research; CONSORT for randomized trials; PRISMA for meta-analyses, systematic reviews, and network meta-analyses; and ARRIVE for studies involving animal models.

### The Editorial Process

A manuscript will be reviewed for possible publication with the understanding that it is being submitted to Orthopaedic Journal of Madhya Pradesh Chapter alone at that point in time and has not been published anywhere, simultaneously submitted, or already accepted for publication elsewhere. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable and can lead to the author being blacklisted or banned from publishing in the journal.

### *Submission*

All manuscripts to orthopaedic journal of Madhya Pradesh chapter must be submitted on-line through the website <http://www.ojmpc.com>. The journal expects that authors would authorize one of them to correspond with the Journal for all matters related to the manuscript.

### *Pre – Peer review*

All manuscripts received are duly acknowledged. On submission, all manuscripts are initially screened by our licensed plagiarism software ([Plagiarism Checker X](#)) and plagiarized manuscripts are duly rejected, hence authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others then it should be appropriately cited or quoted. Following this articles are primarily review by editorial board for suitability for formal review. Manuscripts with insufficient originality, serious scientific or technical flaws, or lack of a significant message are rejected before proceeding for formal peer-review. Editor reserves the right to ask the authors to provide raw data in connection with the manuscript for editorial review, to check authenticity and originality of the manuscript. Manuscripts that are unlikely to be of interest to the Orthopaedic Journal of Madhya Pradesh Chapter readers are also liable to be rejected at this stage itself. Users are duly notified by e-mail regarding the status of their manuscript and can check themselves on the online journal management system from time-to time. **Articles that are not submitted in accordance with our instructions and guidelines are likely to be rejected.**

### *Peer review*

Manuscripts that are found suitable for publication in Orthopaedic Journal of Madhya Pradesh Chapter are sent to two or more expert reviewers. During submission, the contributor is requested to provide names of two or three qualified reviewers who have had experience in

the subject of the submitted manuscript, but this is not mandatory. The reviewers should not be affiliated with the same institutes as the contributor/s. However, the selection of these reviewers is at the sole discretion of the editor. The journal follows a double-blind peer review process, wherein the reviewers and authors are unaware of each other's identity. Sending the manuscript for peer-review does not guarantee acceptance. Reviewers evaluate the submitted manuscript promptly, objectively and with confidentiality for content and quality for publishing in journal and aid the editor in decision making of the manuscript. Every manuscript is also assigned to a member of the editorial team, who based on the comments from the reviewers takes a final decision on the manuscript. The comments and suggestions (acceptance/ rejection/ amendments in manuscript) received from reviewers are conveyed to the corresponding author. If required, the author is requested to provide a point by point response to reviewers' comments and submit a revised version of the manuscript. This process is repeated till reviewers and editors are satisfied with the manuscript.

### *Decision*

Journal tries to provide speedy editorial decision without compromising on the quality which may take 14 to 28 days in regular submission, but can be extended in exceptional circumstances beyond the control of the editorial board. The decision to either accept or reject the manuscript depends on the unbiased decision of the editor-in-chief and co-editor, who evaluate manuscripts for their intellectual content without regard to race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy of the authors and are guided by the policies of the journal's editorial board and constrained by legal requirements such as force regarding label, copyright infringement and plagiarism. Editor, editorial staff and technical team do not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers and the publisher. Unpublished materials disclosed in a submitted manuscript are not used by any member of the editorial team / reviewer / journal staff.

### *After Acceptance*

Manuscripts accepted for publication are copy edited for grammar, punctuation, print style, and format. Page proofs are sent to the corresponding author. The corresponding author is expected to return the corrected proofs within seven days, after which it may not be possible to incorporate corrections received. The whole process of submission of the manuscript to the final decision and sending and receiving proofs is completed online. To achieve faster and greater dissemination of knowledge and information, the journal publishes articles online as 'Ahead of Print' immediately on acceptance.

### **Clinical trial registry**

Orthopaedic Journal of Madhya Pradesh Chapter favours registration of clinical trials and is a signatory to the Statement on publishing clinical trials. Journal would publish clinical trials that have been registered with a clinical trial registry that allows free online access to public. All clinical trials from India must be registered with "Clinical Trials Registry – India". The trials conducted outside India may be registered with the respective national clinical trial registry. Registration in the following trial registers is acceptable: <http://www.ctri.nic.in/>; <http://www.anzctr.org.au/>; <http://www.clinicaltrials.gov/>; <http://isrctn.org/>; <http://www.trialregister.nl/trialreg/index.asp>; and <http://www.umin.ac.jp/ctr>. Trial registration is mandatory for the acceptance of the clinical trials.

### **Authorship Criteria**

Authorship credit should be based only on substantial contributions to any of the three components mentioned below:

- a. Concept and design of study 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.

Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship. Each contributor who has participated sufficiently in the work should be given responsibility for appropriate portions of the content of the manuscript and should be listed as co-authors. The order of naming the contributors should be based on the relative contribution of the contributor towards the study and writing the manuscript. The corresponding author should ensure that all appropriate co-authors and no inappropriate co-authors are included on the paper, and that all co-authors have seen and approved the final version of the paper and have agreed to its submission for publication. He should also ensure all communications, disclosures, declarations and transparency on data statements from all authors. Guest authors should be avoided as it degrades the quality of research published. Once submitted the order cannot be changed without written consent of all the contributors. The journal prescribes a maximum number of authors for manuscripts depending upon the type of manuscript, its scope and number of institutions involved. The authors should provide a justification, if the number of authors exceeds these limits. Proper acknowledgment of the work of others can always be given.

Only those who have done substantial work in a particular field can write a review article. A short summary of the work done by the contributor(s) in the field of review should accompany the manuscript. The journal expects the contributors to give post-publication updates on the subject of review as well. The update should be brief, covering the advances in the field after the publication of the article, and should be sent as a letter to the editor, as and when major development occurs in the field.

### **Contribution Details**

Contributors should provide a description of contributions made by each of them towards the manuscript. Description should be divided in following categories, as applicable: concept, design, definition of intellectual content, literature search, clinical studies, experimental studies, data acquisition, data analysis, statistical analysis, manuscript preparation, manuscript editing and manuscript review. Authors' contributions can be printed along with the article. One or more author should take responsibility for the integrity of the work as a whole from inception to published article and should be designated as 'guarantor'.

### **Conflicts of Interest/ Competing Interests**

All authors of articles must disclose any and all conflicts of interest, financial and personal relationships that might bias their work, that they may have with publication of the manuscript or an institution or product that is mentioned in the manuscript and/or is important to the outcome of the study presented. Each author must indicate whether they have financial relationship with the organization that sponsored the research. Authors should also disclose conflict of interest with products that compete with those mentioned in their manuscript.

### **Copies of any permission(s)**

It is the responsibility of authors/ contributors to obtain permissions for reproducing any copyrighted published material like illustrations and figures and any material received without such evidence will be assumed to be originated from the authors. A copy of the permission obtained must accompany the manuscript. Copies of any and all published articles

or other manuscripts in preparation or submitted elsewhere that are related to the manuscript must also accompany the manuscript.

### **Ethical approval**

All articles dealing with original human or animal data must include a statement pertaining to ethical approval and compliance with ethical committee and written informed consent at the beginning of the Methods section. This paragraph must contain the following information: the name and address of the ethics committee responsible; the protocol number that was attributed by this ethics committee; and the date of approval by the ethics committee. For example: "Ethical approval for this study (Ethical Committee N° NAC 207) was provided by the Ethical Committee NAC of Geneva University Hospitals, Geneva, on 12 February 2007." If ethics clearance was not necessary, or if there was any deviation from these standard ethical requests, please state why it was not required. The editors may ask you to provide evidence of ethical approval. If you have approval from a National Drug Agency (or similar) please state this and provide details, this can be particularly useful when discussing the use of unlicensed drugs.

In addition and as stated above, for studies conducted on human participants state clearly that written informed consent from the study participants explaining the subjects the potential benefits and risks of the study as per guidelines of Declaration of Helsinki. Similarly, for experiments involving animals state the care of animal and licensing guidelines under which the study was performed and report these in accordance with the ARRIVE (Animals in Research: Reporting In Vivo Experiments) statement.

### **Submission of Manuscripts**

All manuscripts to orthopaedic journal of Madhya Pradesh chapter must be submitted on-line through the website <http://www.ojmpe.com>. First time users will have to register at this site and enter the requested information. Registration is free but mandatory. After successful registration, registered authors can submit / track their articles after logging into the site using their user name and password. Authors who have lost or forgotten their login credentials should click on forgot password link to retrieve it. Authors do not have to pay for submission, processing or publication of articles. If you experience any problems, please contact the editorial office by e-mail.

Submission of a manuscript implies that the work described has not been published before or is under consideration for publication anywhere and that its has been approved by all co-authors / responsible authorities and journal will not be held legally responsible for any claims for compensation. Manuscripts that do not adhere to the following instructions will be returned to the corresponding author for technical correction, before they undergo editorial / peer-review. Generally, the manuscript should include in the form of separate files i.e. title page, manuscript proper, figures and copyright form:

[A] Title Page / First Page File / Covering letter: This file should provide or include

- a. Type of manuscript (original article, case report, review article, Letter to editor, Images, etc.) title of the manuscript, running title, names of all authors / contributors (with their highest academic degrees, designation and affiliations) and name(s) of department(s) and / or institution(s) to which the work should be credited. All information which can reveal your identity should be here. Use text/rtf/doc files. Do not zip the files.
- b. Total number of pages, total number of photographs and tables and word counts separately for abstract and for the manuscript (excluding the references, tables and abstract).

- c. Source(s) of support in the form of grants, equipment, drugs, or all of these;
- d. Acknowledgement, if any. One or more statements should specify 1) contributions that need acknowledging but do not justify authorship, such as general support by a departmental chair; 2) acknowledgments of technical help; and 3) acknowledgments of financial and material support, which should specify the nature of the support. This should be included in the title page of the manuscript and not in the main article file.
- e. If the manuscript was presented as part at a meeting, the organization, place, and exact date on which it was read.
- f. A full statement to the editor about all submissions and previous reports that might be regarded as redundant publication of the same or very similar work. Any such work should be referred to specifically, and referenced in the new paper. Copies of such material should be included with the submitted paper, to help the editor decide how to handle the matter.
- g. Conflicts of Interest of each author / contributor with a statement of financial or other relationships that might lead to a conflict of interest.
- h. Registration number in case of a clinical trial and where it is registered (name of the registry and its URL).
- i. A statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated earlier in this document have been met, and that each author believes that the manuscript represents honest work.
- k. The name, address, e-mail, and telephone number of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs.

[B] Blinded Article file: The main text of the article, beginning from abstract till references (including tables) should be in this file. The file must not contain any mention of the authors' names or initials or the institution at which the study was done or acknowledgements. Page headers / running title can include the title but not the authors' names. Manuscripts not in compliance with the journal's blinding policy will be returned to the corresponding author. Use rtf/doc files. Do not zip the files. Limit the file size to 1 MB. Do not incorporate images in the file. If file size is large, graphs/tables can be submitted as images separately without incorporating them in the article file to reduce the size of the file. The pages should be numbered consecutively, beginning with the first page of the blinded article file.

[C] Images: Submit good quality colour images. Each image should be less than 2 MB in size. Size of the image can be reduced by decreasing the actual height and width of the images (keep up to 1600 x 1200 pixels or 5-6 inches). Images can be submitted as jpeg files. Do not zip the files. Legends for the figures/images should be included at the end of the article file.

[D] The Contributors' / Copyright Transfer Form ([template - link](#)) has to be submitted in original with the signatures of all the contributors expressly transferring copyright to the OJMPC, within two weeks of submission via courier, fax or email as a scanned image along with submission. The form can be downloaded from the site ([www.ojmpc.com](http://www.ojmpc.com) - [link](#)). The form also allows each author to declare their conflict of interest statements and acknowledge all financial support for the work. Print ready hard copies of the images (one set) or digital images should be sent to the journal office at the time of submitting revised manuscript. High resolution images with good contrast (up to 5 MB each) can be sent by email. Contributors' form / copyright transfer form can also be submitted online from the authors' area on <http://www.ojmpc.com> / ([link](#)).

## Preparation of Manuscripts

Manuscripts must be prepared in accordance with "Uniform requirements for Manuscripts submitted to Biomedical Journals" developed by the International Committee of Medical Journal Editors. Before submitting a manuscript, contributors are requested to check for the latest instructions available on [www.ojmpe.com](http://www.ojmpe.com) (link). Orthopaedic Journal of Madhya Pradesh Chapter accepts manuscripts written in English only.

Manuscript proper includes abstract, keywords, introduction or background, material and method, results, discussion and reference. The heading can differ / change as per the type of manuscript.

## Types of Manuscripts

Orthopaedic journal of Madhya Pradesh Chapter publishes editorial, review articles, original articles and case reports which are published free of charge.

- a. **Original Articles:** These include randomized controlled trials, intervention studies, studies of screening and diagnostic test, outcome studies, cost effectiveness analyses, case-control series, and surveys with high response rate. The text of original articles amounting to up to 4000 words (excluding Abstract, references and Tables) should be organized into sections with the headings Abstract, Key-words, Introduction, Material and Methods, Results, Discussion, References, Tables and Figure legends.

**Abstract:** Orthopaedics Journal of Madhya Pradesh Chapter invites structured abstracts organized into, background, material and methods, results and conclusion. The structured abstract should state the purpose of the study or investigation, basic procedures (study subjects or experimental animals and observational and analytical methods), main findings (give specific data and their statistical significance, if possible), and the principal conclusions. Abstract should not contain any undefined abbreviations or unspecified references.

**Keywords:** Provide 4-6 keywords which can be used for indexing purposes.

**Introduction:** Should convey the background and purpose and summarize the rationale for the study or observation.

**Materials and Methods:** It should include and describe the following aspects:

*Ethics:* When reporting studies on human beings, indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) and with the Helsinki Declaration of Ethical Principles for Medical Research of 1975, as revised in 2000 (available at [http://www.wma.net/e/policy/17-c\\_e.html](http://www.wma.net/e/policy/17-c_e.html)). For prospective studies involving human participants, authors are expected to mention about approval of (regional/ national/ institutional or independent) Ethics Committee or Review Board, obtaining informed consent from adult research participants and obtaining assent for children aged over 7 years participating in the trial and evidence must be provide on demand. The age beyond which assent would be required could vary as per regional and/ or national guidelines. Ensure confidentiality of subjects by desisting from mentioning participants' names, initials or hospital numbers, especially in illustrative material. When reporting animal experimental studies, indicate whether the institution's or a national research council's guide for, or any national law on the care and use of laboratory animals was followed. The journal will not consider any paper which is ethically unacceptable. A statement on

ethics committee permission and ethical practices must be included in all research articles under the 'Materials and Methods' section.

*Study design:* Author should mention the type of study design like observational or interventional, case control, cohort, randomized control trial, systematic review or meta-analysis and these studies should be as per the guidelines specified for the study design.

Reporting Guidelines for Specific Study Designs are as follows -

Guideline	Type of Study	Source
STROBE	Observational studies including cohort, case-control, and cross-sectional studies	<a href="https://www.strobe-statement.org/index.php?id=available-checklists">https://www.strobe-statement.org/index.php?id=available-checklists</a>
CONSORT	Randomized controlled trials	<a href="http://www.consort-statement.org">http://www.consort-statement.org</a>
SQUIRE	Quality improvement projects	<a href="http://squire-statement.org/index.cfm?fuseaction=Page.ViewPage&amp;PageID=471">http://squire-statement.org/index.cfm?fuseaction=Page.ViewPage&amp;PageID=471</a>
PRISMA	Systematic reviews and meta-analyses	<a href="http://prisma-statement.org/PRISMAStatement/Checklist.aspx">http://prisma-statement.org/PRISMAStatement/Checklist.aspx</a>
STARD	Studies of diagnostic accuracy	<a href="https://pubs.rsna.org/doi/full/10.1148/radiol.2015151516">https://pubs.rsna.org/doi/full/10.1148/radiol.2015151516</a>
CARE	Case Reports	<a href="https://www.care-statement.org/checklist">https://www.care-statement.org/checklist</a>
AGREE	Clinical Practice Guidelines	<a href="https://www.agreetrust.org/wp-content/uploads/2016/02/AGREE-Reporting-Checklist-2016.pdf">https://www.agreetrust.org/wp-content/uploads/2016/02/AGREE-Reporting-Checklist-2016.pdf</a>

*Selection and Description of Participants:* Describe your selection of the observational or experimental participants (patients or laboratory animals, including controls) clearly, including eligibility, inclusion and exclusion criteria and a description of the source population.

*Technical information:* Identify the methods, apparatus (give the manufacturer's name and address in parentheses), and procedures in sufficient detail to allow other workers to reproduce the results. Abbreviations should be defined at first mention and used consistently thereafter. Give references to established methods, including statistical methods (see below); provide references and brief descriptions for methods that have been published but are not well known; describe new or substantially modified methods, give reasons for using them, and evaluate their limitations. Identify precisely all drugs and chemicals used, including generic name(s), dose(s), and route(s) of administration. Reports of randomized clinical trials should present information on all major study elements, including the protocol, assignment of interventions (methods of randomization, concealment of allocation to treatment groups), and the method of masking (blinding), based on the CONSORT guidelines.

*Statistics:* Whenever possible quantify findings and present them with appropriate indicators of measurement error or uncertainty (such as confidence intervals). Authors should report losses to observation (such as, dropouts from a clinical trial). Specify the statistical methods used to analyze the findings. Avoid non-technical uses of technical terms in statistics, such as 'random' (which implies a randomizing device), 'normal', 'significant', 'correlations', and 'sample'. Define statistical terms, abbreviations, and most symbols. Specify the computer software used. Use upper italics (*P* 0.048). For all *P* values include the exact value and not less than 0.05 or 0.001. Mean differences in continuous variables, proportions in categorical variables and relative risks including odds ratios and hazard ratios should be accompanied by their confidence intervals.

**Results:** Present your results in a logical sequence in the text, tables, and illustrations, giving the main or most important findings first. Do not repeat in the text all the data in the tables or illustrations; emphasize or summarize only important observations. Extra- or supplementary materials and technical detail can be placed in an appendix where it

will be accessible but will not interrupt the flow of the text; alternatively, it can be published only in the electronic version of the journal. When data are summarized in the Results section, give numeric results not only as derivatives (for example, percentages) but also as the absolute numbers from which the derivatives were calculated, and specify the statistical methods used to analyze them. Restrict tables and figures to those needed to explain the argument of the paper and to assess its support. Use graphs as an alternative to tables with many entries; do not duplicate data in graphs and tables. Where scientifically appropriate, analyses of the data by variables such as age and sex should be included.

**Discussion:** Include summary of *key findings* (primary outcome measures, secondary outcome measures, results as they relate to a prior hypothesis); *Strengths and limitations* of the study (study question, study design, data collection, analysis and interpretation); *Interpretation and implications* in the context of the totality of evidence (is there a systematic review to refer to, if not, could one be reasonably done here and now?, what this study adds to the available evidence, effects on patient care and health policy, possible mechanisms); *Controversies* raised by this study; and *Future research directions* (for this particular research collaboration, underlying mechanisms, clinical research). Do not repeat in detail data or other material given in the Introduction or the Results section. In particular, contributors should avoid making statements on economic benefits and costs unless their manuscript includes economic data and analyses. Avoid claiming priority and alluding to work that has not been completed. New hypotheses may be stated if needed, however they should be clearly labelled as such.

- b. **Review Articles:** (Including for Ethics forum, Education forum, E-Medicine, etc.): Systemic critical assessments of literature and data sources. Up to 4500 words excluding references and abstract. For review articles, include the method (literature search) in abstract as well as in the introduction section. Review articles are invited by the Editor-in-chief from people of eminence with vast personal experience in the field. It is expected that these articles would be written by individuals who have done substantial work on the subject or are considered experts in the field. A short summary of the work done by the contributor(s) in the field of review should accompany the manuscript. The prescribed word count is up to 4000 words excluding tables, references and abstract. The manuscript may have about 90 references. The manuscript should have an unstructured abstract (250 words) representing an accurate summary of the article. The section titles would depend upon the topic reviewed. Authors submitting review article should include a section describing the methods used for locating, selecting, extracting, and synthesizing data. These methods should also be summarized in the abstract. The journal expects the contributors to give post-publication updates on the subject of review. The update should be brief, covering the advances in the field after the publication of the article and should be sent as a letter to editor, as and when major development occurs in the field.
- c. **Case Reports / Short communications:** New/interesting/very rare case or study clinical interest or unusual presentation of a disease can be reported. They should be unique, describing a great diagnostic or therapeutic challenge and providing a learning point for the readers. Cases with clinical significance or implications will be given priority. However, mere reporting of a rare case is not encouraged and may not be considered. These communications could be of up to 2000 words (excluding Abstract and references) and should have the following headings: Abstract (unstructured), Key-



words, Introduction, Case report, Discussion, Reference, Tables and Legends in that order. Case Reports could be authored by up to four authors.

- d. **Image:** a short history, differential diagnosis, and short discussion of classic and/or rare case. Should not be more than 1200 words excluding up to ten references.
- e. **Announcements of conferences,** meetings, courses, and other items likely to be of interest to the readers can be submitted with the name and address of the person from whom additional information can be obtained.
- f. **Special (by invitation) :** Editorial, Guest editorial, commentary, Expert's comments and Symposia articles are solicited by the editorial office.
- g. **Letter to the Editor:** These should be short and decisive observations. They should preferably be related to articles previously published in the Journal or views expressed in the journal. They should not be preliminary observations that need a later paper for validation. The letter could have up to 500 words and 5 references. It could be generally authored by not more than four authors.

### **Tables**

Tables should be self-explanatory and should not duplicate textual material. They should be numbered in Arabic numerals, consecutively cited along with number in the order of their first citation in the text at relevant place in the text. Each table should have a brief title / legend and should be placed at the end of the text after the references in manuscript. Place explanatory matter in footnotes, not in the heading and explain in footnotes all non-standard abbreviations that are used in each table. Obtain permission for all fully borrowed, adapted, and modified tables should be provided by a credit line in the footnote.

### **Figures (Illustrations)**

Upload all the images in JPEG format (size within 1024 kb) electronic, separately from the manuscript. All figures should be numbered consecutively according to the order in which they have been first cited in the text. Labels, numbers, and symbols should be clear and of uniform size. The lettering for figures should be large enough to be legible after reduction to fit the width of a printed column. Symbols, arrows, or letters used in photomicrographs should contrast with the background and should be marked neatly with transfer type or by tissue overlay and not by pen. Titles and detailed explanations belong in the legends for illustrations not on the illustrations themselves. When graphs, scatter-grams or histograms are submitted the numerical data on which they are based should also be supplied. The photographs and figures should be trimmed to remove all the unwanted areas. If photographs of individuals are used, written permission to use the photograph should be obtained and provided in required. If a figure has been published elsewhere, acknowledge the original source and submit written permission from the copyright holder to reproduce the material. A credit line should appear in the legend for such figures. Legends for illustrations should be placed using double spacing, with Arabic numerals corresponding to the illustrations at the end of manuscript. When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one in the legend. Explain the internal scale (magnification) and identify the method of staining in photomicrographs. The Journal reserves the right to crop, rotate, reduce, or enlarge the photographs to an acceptable size.

### **References**

References should be *numbered* consecutively in the order in which they are first mentioned in the text (not in alphabetic order). *Identify references in text*, tables, and legends by Arabic

numerals in superscript with square bracket after the punctuation marks. *References cited only* in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure. Use the style of the examples below, which are based on the formats used by the NLM in *Index Medicus*. The titles of journals *should be abbreviated* according to the style used in *Index Medicus*. Use complete name of the journal for non-indexed journals. Avoid using abstracts as references. Information from manuscripts submitted but not accepted should be cited in the text as "unpublished observations" with written permission from the source. Avoid citing a "personal communication" unless it provides essential information not available from a public source, in which case the name of the person and date of communication should be cited in parentheses in the text. The commonly cited types of references are shown here, for other types of references such as newspaper items please refer to 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)).

#### *Articles in Journals*

1. Standard journal article (for up to six authors): Parija SC, Ravinder PT, Shariff M. Detection of hydatid antigen in the fluid samples from hydatid cysts by co-agglutination. *Trans R Soc.* 1996;90:255–6.
2. Standard journal article (for more than six authors): List the first six contributors followed by *et al.* Roddy P, Goiri J, Flevaud L, Palma PP, Morote S, Lima N *et al.* Field Evaluation of a Rapid Immunochromatographic Assay for Detection of *Trypanosoma cruzi* Infection by Use of Whole Blood. *J Clin Microbiol.* 2008;46:2022-7.
3. Volume with supplement. Otranto D, Capelli G, Genchi C. Changing distribution patterns of canine vector borne diseases in Italy: leishmaniosis vs. dirofilariosis. *Parasites & Vectors* 2009;34:2 Suppl 2:234-8.

#### *Books and Other Monographs*

1. Personal author(s): Parija SC. Textbook of Medical Parasitology. 3rd edi. All India Publishers and Distributors. 2008.
2. Editor(s), compiler(s) as author: Garcia LS, Filarial Nematodes. In: Garcia LS (editor) Diagnostic Medical Parasitology. ASM press Washington DC 2007:pp 319-56.
3. Chapter in a book: Jones MC, Smith RB. Treatment of gastric cancer. In: Ford TL (editor). Cancer of the Digestive System. 2<sup>nd</sup> edi. Berlin, Springer-Verlag, 1999, pp.140-54.

#### *Electronic Sources as reference*

1. Journal article on the Internet: Parija SC, Khairnar K. Detection of excretory *Entamoeba histolytica* DNA in the urine, and detection of *E. histolytica* DNA and lectin antigen in the liver abscess pus for the diagnosis of amoebic liver abscess. *BMC Microbiology* 2007, 7:41.doi:10.1186/1471-2180-7-41. <http://www.biomedcentral.com/1471-2180/7/41>.
2. Article by DOI. Mori K, Arai H, Abe T, Takayama H, Toyoda M, Ueno T, Sato K. Spleen stiffness correlates with the presence of ascites but not esophageal varices in chronic hepatitis C patients. *Biomed Res Int.* 2013;2013:857862. doi: 10.1155/2013/857862. Epub 2013 Aug 1.

### **Protection of Patients' Rights**

The protection of a patient's right to privacy is essential. Any identifying information should not be written in descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives informed consent for publication. Collect and keep copies of

patients' consent forms on which patients or other subjects had clearly granted permission for the publication of photographs or other material that might identify them, but it is preferred to remove patients' identity from figures unless they have obtained informed consent from the patients. The journal abides by ICMJE guidelines:

1) Authors, (not the journals / publisher) need to obtain the patient consent form before the publication and have the form properly archived. The consent forms are not to be uploaded or sent but if necessary the Editors may request a copy of any consent forms.

2) If the manuscript contains patient images that preclude anonymity, or a description that has obvious indication to the identity of the patient, a statement about obtaining informed patient consent should be indicated in the manuscript.

### **Sending a revised manuscript**

The revised version of the manuscript should be submitted online in a manner similar to that used for submission of the manuscript for the first time. However, there is no need to submit the 'First Page / Covering Letter' file while submitting a revised version. When submitting a revised manuscript, contributors are requested to include, the 'referees' remarks along with point to point clarification at the beginning in the revised file itself. In addition, they are expected to mark the changes as underlined or coloured text in the article file.

Authors are request to reply in a timely manner as it affects the entire publishing processes. Additional information if required should be promptly provided. Due to a delay in providing the necessary data, it is possible that the manuscript could be placed on hold and miss the publishing deadline for that specific issue.

### **Proofs and Reprints**

Journal sends proof of the accepted article before publication after editing and formatting to the corresponding author. The corresponding author, on behalf of the all the authors should go through the proof and check for typesetting or conversion errors and the completeness and accuracy of the text, tables and figures errors or mistakes. When he discovers a significant error or inaccuracy in his/her own published work, it is the author's obligation to promptly notify the journal editor for the correction. Substantial changes in content, e.g., new results, corrected values, title and authorship, are not allowed.

Journal provides no free printed reprints. Authors can purchase reprints, payment for which should be done at the time of submitting the proofs. The journal publishes articles on its website immediately on acceptance and follows a 'continuous publication' schedule semi-annually on compilation of articles.

### **Copyrights**

The entire contents of the Orthopaedic Journal of Madhya Pradesh Chapter are protected under Indian and International copyrights. Copyright on all accepted manuscripts will be held by Orthopaedic Journal of Madhya Pradesh Chapter. It is mandatory that the Copyright Form is signed by all the authors, expressly transferring copyright to the OJMPC in the event the manuscript is accepted for publication. The Journal, however, grants to all users a free, irrevocable, worldwide, perpetual right of access to, and a license to copy, use, distribute, perform and display the work publicly and to make and distribute derivative works in any digital medium for any reasonable non-commercial purpose, subject to proper attribution of authorship and ownership of the rights. The journal also grants the right to make numbers of printed copies for their personal non-commercial use under Creative Commons Attribution-Non-commercial share alike 4.0 International Public License.

### **Responsibilities of author**

The journal is committed to uphold the integrity of the scientific record and follow the COPE guidelines. Authors should refrain from misrepresenting research results which could damage the trust, professionalism of scientific authorship, and scientific endeavour. Authors should maintain the integrity of the research and rules of good scientific practice like submitting original work, not submitting manuscript to more than one journal for simultaneous consideration, expressing clear and honest results without fabrication, proper acknowledgements to other works must be given and get required permissions needed.

If there is suspicion of misbehaviour or alleged fraud journal will carry out an investigation following COPE guidelines. Depending on the situation, this may result in the Journal's implementation to rejected / returned / correct /retract the article or blacklist the author.

## Checklist

### *Covering letter / title page*

- a. Signed by all contributors
- b. Previous publication / presentations mentioned
- c. Source of funding mentioned
- d. Conflicts of interest disclosed
- e. All authors in order, their affiliations and institute
- f. Mention corresponding authors and its address and email
- g. Type of article / title / running title

### *Manuscript proper*

- a. Uniformly in English with full term for each abbreviation at its first use
- b. Check the manuscript for spelling, grammar and punctuation errors
- c. Blinded (Identity not revealed in paper)
- d. Title and running title provided (not more than 50 characters)
- e. Abstract provided (structured for original articles, unstructured for case report/review article)
- f. Key words provided (three or more)
- g. Manuscript in headings – Introduction, material and method, results, discussion
- h. References cited in the text as they appear in square bracket.
- i. References according to the journal's instructions.

### *Tables and figures*

- a. No repetition of data in tables and graphs and in text
- b. Proper citation of figures and table in manuscript as they appear
- c. Identity not disclosed or Patients' privacy maintained (if not permission taken)
- d. Proper legends provides for figures and tables
- e. Credit note for borrowed figures/tables provided

### *Copyright form*

- a. Completed, read and signed by all authors

## Downloads

1. [Download instruction to authors](#)
2. [Download contributor's form](#)
3. [Download](#) Template for Original Articles/ABSTRACT Reports. (.DOT file)
4. [Download](#) Template for Case Reports. (.DOT file)
5. [Download](#) Template for Review Articles. (.DOT file)
6. [Download](#) Template for Letter to the Editor. (.DOT file)