

To,
The Editor
Orthopaedic Journal of Madhya Pradesh Chapter

Sub: Submission of Manuscript for publication

Dear Sir,

We intend to publish an article entitled “**TITLE OF MANUSCRIPT (type of article)**” in your esteemed journal as a Letter to the Editor. On behalf of all the contributors I will act and guarantor and will correspond with the journal from this point onward.

Prior publication or presentation in conference - Yes / Nil

Support (financial or other manner) - Yes / Nil

Conflicts of interest - Yes / Nil

Permissions needed for published / obtained - Yes / Nil

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We would like to suggest following referees for the article

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2. _____

Thanking you,

Yours' sincerely,

Signature, address and email

Corresponding author

Type of article: Letter

Title of the article:

Running title of the article:

Authors in the sequence or order and Affiliation

1.

2.

3.

4.

Department(s) and institution(s) :-

Corresponding Author:

Total number of pages:

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Word counts :

Source(s) of support:

Presentation at a meeting:

 Organisation

 Place

 Date

Conflicting Interest (If present, give more details):

Acknowledgement :

Contribution Details (to be ticked marked as applicable):

	Contributor 1	Contributor 2	Contributor 3	Contributor 4
Concepts				
Design				
Definition of intellectual content				
Literature search				
Clinical studies				
Experimental studies				
Data acquisition				
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Statistical analysis				
Manuscript preparation				
Manuscript editing				
Manuscript review				
Guarantor				

Checklist (to be tick marked, as applicable)

Manuscript Title _____

Covering letter

- Signed by all contributors
- Previous publication / presentations mentioned
- Source of funding mentioned
- Conflicts of interest disclosed

Authors

- Middle name initials provided
- Author for correspondence, with e-mail address provided
- Number of contributors restricted as per the instructions
- Identity not revealed in paper except title page (e.g. name of the institute in material and methods, citing previous study as 'our study', names on figure labels, name of institute in photographs, etc.)

Presentation and format

- Double spacing
- Margins 2.5 cm from all four sides
- Title page contains all the desired information
- Running title provided (not more than 50 characters)
- Abstract page contains the full title of the manuscript
- Abstract provided (not more than 150 words for case reports and 250 words for original articles)
- Structured abstract provided for an original article
- Key words provided (three or more)
- Key messages provided
- Introduction of 75-100 words
- Headings in title case (not ALL CAPITALS, not underlined)
- References cited in superscript in the text in brackets
- References according to the journal's instructions.

Language and grammar

- Uniformly British English
- Abbreviations spelt out in full for the first time
- Numerals from 1 to 10 spelt out
- Numerals at the beginning of the sentence spelt out

Tables and figures

- No repetition of data in tables/graphs and in text
- Actual numbers from which graphs drawn, provided
- Figures necessary and of good quality (colour)
- Table and figure numbers in Arabic letters (not Roman)
- Labels pasted on back of the photographs (no names written)
- Figure legends provided (not more than 40 words)
- Patients' privacy maintained (if not, written permission enclosed)
- Credit note for borrowed figures/tables provided