

Important Check List for contributors

Effective: Sept. 1, 2018

The authors must ensure that before submitting the manuscript for publication, they have taken care of the following: -

1. Manuscripts should be prepared following Uniform requirements for manuscripts submitted to Biomedical Journals as approved by the International Committee of Medical Journal Editors (www.icmje.org)
2. All original manuscripts should have Abstract in structured format up to 250 words. It should mention Objective, Methodology, Results, Conclusions and appropriate Key Words.
3. Maximum length of the manuscripts should be: **Original Articles:** 3000 words, maximum of four tables, illustrations, maximum references upto 25. **Case Reports/Brief Communications:** 1500 words, 10 References, maximum of two illustrations. **Review Articles:** 4000 words including brief summary describing the methods used for locating, selecting, extracting and synthesizing data. Maximum 40 latest, relevant References. **Letters:** Maximum words 350 with 2 to 3 references.
4. **Processing Charges:** All manuscript from Pakistan must be accompanied by processing charges of Rs. 3000/- (Non Refundable) by cash or through online Bank Transfer. **Note: Cheque, Pay Order and Bank Draft are not accepted as processing fee.**
Fast Track Processing: Rs. 20,000/- (Peer-Review Report in 12 weeks) Overseas US\$ 200/-
5. The manuscript should be accompanied by Letter of Undertaking signed by all the authors confirming exclusive submissions to Pakistan Journal of Medical Sciences, transfer of all copyrights to Pakistan Journal of Medical Sciences and willingness to pay Publication Charges of Original Article Rs.20,000/- (in case of overseas US\$ 350/-), Case Report / Brief Communications Rs.15,000/- (in case of overseas US\$ 250/-) and Review Article Rs.30,000/- (in case of overseas US\$ 500/-) upto 4 printed pages in the journal & Rs.3,000/- extra will be payable for each additional page. Overseas US\$ 50/- for each additional page. once the write-up is accepted after peer review. Letters Rs.5,000/-.
6. The manuscripts should be submitted direct on our website www.pjms.org.pk Figures should be uploaded as supplementary files. For any details contact on **E-Mail:** pjms@pjms.org.pk, pulse@pulsepakistan.com and upload complete manuscript from Title Page to References, Tables in one file.
7. Pictures, illustrations should be submitted in JPEG format & manuscript in Microsoft word format.
8. Title page should contain title of the write-up, Name of the author/co-authors, their qualifications, designation & institutions they are affiliated with and mailing address for future correspondence, E-mail address, Phone, Cell Phone & Fax number besides a short running title of the manuscript. Don't type the name of the author/s on other pages in the manuscript except the title page.
9. References should be marked as 1,2,3 and so on, typed in superscript and as they appear in the text & not by full names of authors. At the end of the manuscript the references should also be numbered accordingly. **Add DOI number of those references where it is available. Write Page No. in references as 120-126.**
10. Tables should be typed on separate pages. Specify place where you wish tables and illustration to be placed. The journal may ask for data of the study if need be to ensure integrity of research.
11. Check the total / percentage in the tables carefully.
12. Make sure for Headings of Tables, their numbers and Captions of illustrations. Don't repeat the information in tables if it is covered in the text. Table gives quicker idea but it must be able to convey the message correctly.
13. Photographs / illustrations along with their captions (in duplicate).
14. All Clinical Trials submitted for publication must be registered in a registry. Provide registration proof
15. Disclosure regarding source of funding and conflict of interest if any besides approval of the study from respective Ethics Committee/Institution Review Board.
16. Covering Letter should be signed by all authors and figures should be in JPEG with resolution 300 dpi.
17. Manuscript must be accompanied with certificate of IRB/Ethics Committee Approval.
18. All randomized control trials should be prepared according to CONSORT Guidelines.

Note: For fast track processing please check with us whether it is possible before making payment for fast track processing as this facility is made available in only a very few selected cases because of our limitations of human resource and financial constraints. It ensures peer review report within twelve weeks, but there is no guarantee of acceptance or publication. Authors are requested not to opt for fast track processing unless it is extremely essential. Normal peer review process takes 4 to 5 months though efforts are being made to accelerate this process. Plan for six to eight months from submission to acceptance after peer review. Contact the editor if you do not hear about your manuscript after three months.

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