**Department of Family & Community Medicine**

**CMED 305 course**

**Submission of the ‘Complete Manuscript’**

 The deadline for submission is **25th April, 2016** – NO Late submissions will be accepted.

The guidelines for submission of the **complete manuscript** are as follows:

1. Title page – must include the title of the study and name of the investigators
2. Full manuscript – **maximum of 20 pages** which contains:
	* Abstract – maximum of 250 words
	* Introduction – maximum of 800 words
	* Methods—maximum of 800 to 1000 words ( 3-4 pages)
	* Results
	* Discussion—maximum of 800 words
	* Conclusion
	* Appendices (References + Tables / Graphs on separate pages at the end)

General requirements for the manuscript include:

1. The file must be in MS Word document
2. A4 paper size
3. 1.5 line spacing
4. 1-inch (2.5 cm) margin all sides
5. Times New Roman, Font size 14
6. Pages must be numbered appropriately

The maximum number of pages allowed for the complete manuscript is **20 pages**. The average word count for one page with the above required format is **260 – 270 words** per page.The attached template is for your guidance only – you may copy / paste the required sections from your complete manuscript on to the template OR just save as a new file. Please make sure to remove the instructions and headers from the template to avoid showing this up on the plagiarism check. Please avoid “cut and paste”, as the manuscript will be checked for plagiarism using the latest software.

**Introduction:**

Clearly state the purpose of the article. Summarize the rationale for the study. Provide only pertinent references, and do not review the subject extensively.

**Materials and Methods:**

Describe your selection of the subjects (patients or subjects from general population etc., ) clearly, identify the methods, apparatus (manufacturer's name and address in parenthesis), and procedures in sufficient detail to allow other workers to reproduce the results. Give references to established methods and data collection tools by providing references and brief descriptions of methods. Include the statistical tests applied for the analysis. State clearly that the details for the approval of relevant ethical committee( letter number and its date).

**Results:**

Present your results in logical sequence in the text, tables and illustrations. Do not repeat in the text all the data in the tables or illustrations, or both: emphasize or summarize only important observations.

**Discussion:**

Emphasize the new and important aspects of the study and conclusions that follow from them. Do not repeat in detail data given in the Results section. Include in the Discussion the implications of the findings and their limitations and relate the observations to other relevant studies.

**Conclusion:**

Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not completely supported by your data. Avoid claiming priority and alluding to work that has not been completed.

Recommendations, when appropriate, may be included.

**Acknowledgments:**

Acknowledge grants obtained for this study (if any), as well as persons who have contributed significantly to the study.

**References:**

Number references consecutively in the order in which they are first mentioned in the text. Identify references in text, tables and legends by Arabic numerals (in parenthesis). References cited only in tables or legends to figures should be numbered in accordance with a sequence established by the first identification in the text of the particular table or illustration. Use the form of references adopted by the US National Library of Medicine and used in the *Index Medicus*. Include among the references manuscripts accepted but not yet published; designate the journal followed by “in press” (in parenthesis). Information from manuscripts should be cited in the text as “unpublished observations” (in parenthesis). The references must be verified by the author(s) against the original documents. List all authors when six or less; when seven or more list only three and add *et al*.

Examples of correct forms of references can be seen from the article of NEJM ( Title: Uniform requirements for manuscripts submitted to Biomedical Journals, 1991)

**Tables and Illustrations:**

Roman numerals should be used for numbering tables. Arabic numerals should be used when numbering illustrations and diagrams. Illustrations and tables should be kept to a minimum. All tables, illustrations and diagrams should be fully labelled so that each is comprehensible without reference to the text. All measurements should be reported using the metric system. Each table should be typed on a separate sheet of paper, double-spaced and numbered consecutively. Omit the internal horizontal and vertical rules. The contents of all tables should be carefully checked to ensure that all totals and subtotals tally.

**Abbreviations:**

Use only standard abbreviations. The full term for which an abbreviation stands should precede its first use in the text, unless it is a standard unit of measurement.