

JKMC Guidelines for authors

(Thank you for choosing Journal of Kathmandu Medical College (JKMC) for submitting your scientific work. These guidelines are meant to help authors to familiarise with the requirements of JKMC for submission of articles, style it follows, and other information that may be helpful for preparing the manuscript. Hence we suggest authors to first go through the guidelines in order to make the preparation of your manuscript easier and to increase the chance of publication of the article in JKMC. Please note that JKMC requirements are more or less based on the Uniform Requirements for Manuscripts submitted to Biomedical Journals, more details of which is available from www.icmje.org)

INTRODUCTION

JKMC is an open access, peer-reviewed, multidisciplinary and quarterly journal. It publishes a wide range of scientific works including original research paper, case reports, reviews, editorials, viewpoints, book reviews, and articles from medical students. It includes work from basic science, clinical science, dental, nursing, and other related medical fields.

Being a journal from a rapidly growing medical institution, both clinically and academically, it encourages all its faculties, students, and staff to contribute to the scientific literature via JKMC. But its authorship and readership is not limited to KMC. Being on the way to PubMed indexing, it welcomes scientific works from authors all over the world.

WHAT DOES JKMC PUBLISH?

JKMC publishes high quality research papers under the following sections (for detailed description of each type, please go through the section "Guidelines for individual article types")

- Full-length **Original Research Articles** and **Short Communications** across the entire spectrum of medical research including basic sciences, medical, surgical, dental, and nursing fields as well.
- **Case reports/series** illustrating a point of general interest or discussing a different presentation/management or contributing a new information in the field of medicine.
- **Review Articles** on current topics.
- **Editorials (invited by the JKMC Editorial Board)**
- **Letter to the editor** on matters arising from published material.
- **Viewpoints**
- **Book Reviews**
- **Medical Education**
- **Specially Invited Articles**
- **Student JKMC**

Please note that JKMC does not charge submission fees.

Before you submit your manuscript to us, please make sure of the following:

- **Ethical clearance:** Authors are required to sign the declaration file mentioning that an ethical clearance has been obtained from the respective ethics board: Institutional Review Board/Committee (IRB/IRC) or ethical review board (ERB) of Nepal Health Research Council (NHRC). The researchers must have followed internationally accepted ethics standard like the Declaration of Helsinki. Every case report must have a written informed consent from the patient/patient's guardian (in case of minor), and care should be taken that the identity of the patient will not be disclosed in any way. Though not mandatory, JKMC prefers the letter of ethical clearance or the consent to be attached during the manuscript submission. However, if not initially attached and need arises, we might ask for it and the author needs to present a copy of the ethical clearance and/ or consent to the journal.
- **Authorship:** An "author" is someone who has made significant intellectual contribution to the study. Not everyone who works for a research is necessarily an author of a manuscript. An author must take responsibility for at least one component of the work, should be able to identify who is responsible for each other component, and should ideally be confident in their co-authors' ability and integrity. Regarding authorship, JKMC follows the International Council of Medical Journal Editors (ICMJE) recommendations which states that authorship credit should be based on:
 1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
 2. Drafting the work or revising it critically for important intellectual content; AND

3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

(More details on authorship can be found in our Editorial policy)

All authors must abide to good publication practices and if found to be involved in any kind of misconduct, JKMC will hold the right to deal/penalise the article and all the authors, according to international norms of scientific publication and the Committee On Publication Ethics (COPE) policies (<https://publicationethics.org/>).

Any change in authorship later on should be corresponded in time to the editor and a signed letter from all the authors, along with a valid justification of the change is expected. Please refer to our declaration file for more information on the terms you have to abide to before submitting your manuscript.

- **License to publish:** Submission of manuscript to JKMC endows JKMC the right to publish it in print and online format. Authors are not allowed to submit it anywhere else unless it is rejected by JKMC or withdrawn formally by the authors. For withdrawal, authors are required to send a letter of withdrawal to JKMC with valid reasons and it should be approved by the Editorial Board of JKMC.

MANUSCRIPT SUBMISSION

Manuscript should be addressed to the Chief Editor and submitted via the submission portal at www.jkmc.com.np, after registering and signing in as an Author. JKMC will not entertain any submission by e-mail, post or otherwise. The following files should be attached at the time of submission:

1. Cover Letter (to be downloaded from JKMC website: www.jkmc.com.np and filled by the chief author/ corresponding author on behalf of all authors)
2. Declaration file (to be downloaded from JKMC website: www.jkmc.com.np, filled and signed by ALL authors. Please download this file, fill the required fields, print it, get it signed by all authors, scan it and attach the scanned file.)
3. Manuscript (to be written in the format suggested subsequently)
4. Additional files like images (figures/pictures), tables, graphs. (in the format suggested subsequently).
5. Authors can track their manuscript from JKMC website www.jkmc.com.np

INSTRUCTIONS TO AUTHORS REGARDING MANUSCRIPT FORMAT

- **Brief information about individual manuscript types:**

[for detailed information, see the guidelines for individual article types, available on JKMC website www.jkmc.com.np]

- Original article, short communication should have following sections: Title, List of Authors, Authors' affiliation, ORCID web links, Address for correspondence, structured Abstract (within 250 words) with keywords, Introduction, (within 200 words) Methodology, Results, Discussion, Conclusion, and References (maximum 30).
- Case report should have following sections: Title, unstructured Abstract (within 100 words) with keywords, Introduction (within 100 words), Case report, Discussion, Conclusion, and References (for Case report, a maximum of 10 references; for Case report with review of literature, maximum 30 allowed).
- Review Article should have following sections: Title, unstructured Abstract (within 200 words) with keywords, Introduction (within 200 words), Methodology, Body, Discussion, Conclusion, and References (maximum 100 references). It may also have additional sections if needed by the topic, as in meta-analysis.
- Editorials should have following sections: Title, main body of editorial, and References if necessary.
- Letter to editor should be written in concise, reasonable paragraph format.
- Book review should have the name and all pertinent information about the book, including the price (if possible). It must have name of the author(s)/editor(s), edition, publisher, year of publication, pages, and price along with the review. If required, you may add References section to it.
- Student JKMC will be an optional sectional. It will have articles relating to medical students' experiences, career prospects, and related topics. It will not be peer-reviewed. It will be board reviewed.

- **Manuscript File**

- File format: Microsoft Word (.doc or .docx). JKMC does not accept .pdf files or scanned images of the manuscript.
- Language and grammar: British (UK) English.

- Spacing: single. Margins: moderate
 - Contents should be concise, fitting into word limit, but detailed enough to make the study clear to the readers.
- **Images**
 - Colour: All images should be in colour, except for images which are originally in greyscale e.g., electron microscopy slides.
 - Caption and Numbering: All images must be numbered as: Figure "number (in Hindu-Arabic numerals)" with a title describing the image, placed **below** the image. The caption should read like "**Figure 1: Figure title**".
The captions should be placed where the image is meant to be in the manuscript with a line spacing above and below the caption.
Be sure that each image/figure is cited in the text.
 - Photomicrographs should have internal scale markers. Symbols, arrows, or letters used in photomicrographs should contrast with the background.
 - For a previously published figure, the original source must be acknowledged and a written permission from the copyright holder to reproduce the figure should be obtained. Permission is required irrespective of authorship or publisher except for documents in the public domain.
 - When symbols, arrows, numbers, or letters are used to identify parts of the figure, identify and explain each one clearly.
 - **Tables**
 - Title and Numbering: Title of table should be placed **above** the table. The title should read like "**Table 1: Table title**".
 - Explanatory matter should be placed in footnote, not in heading.
 - Table should be self-explanatory. Explain all nonstandard abbreviations in footnotes, and use the following symbols, in sequence :
*, †, ‡, §, ||, ¶, **, ††, ‡‡, §§, ||||, ¶¶, etc.
 - Identify statistical measures of variations such as standard deviation and standard error of the mean. Mention statistical method used to calculate p-values.
 - Be sure that each table is cited in the text.
 - Table may be placed within the text of manuscript or attached as a separate file. In the latter case, the title of the table should be placed where the table is meant to be placed with a line spacing above and below the title.
 - **Graphs/Charts**
 - Caption and Numbering: same as Images.
 - If possible, please send us the graphs/charts as part of Microsoft Worksheet along with the data used to generate the graph/chart.
 - **Units of measurements** should be in SI units (International system of units) as far as possible.
 - **Abbreviations (Acronyms):** Abbreviations should be avoided in abstract. In the main text of the article, abbreviations should be written in parenthesis along with full form for the first time. Subsequently abbreviation alone may be used. Standard English abbreviation can be used without its full form. For example: "e.g." for "example"
 - When starting a sentence with a number, please spell the number. For e.g. "Seventy one percent of subjects had..".
 - Single digit numbers should be spelled out. For e.g. "..was found in two percent..".
 - When using drug names, **generic names** should be used. Trade names should be avoided.
 - Please do not write in contractions. For e.g., write "do not" instead of "don't".
 - **Referencing:** JKMC follows modified Vancouver system as devised in the NLM style guide for authors, editors, and publishers for referencing, which is available as a book: "Citing Medicine, 2nd edition". The book can be downloaded free of cost at: <http://www.ncbi.nlm.nih.gov/books/NBK7256/>
(A brief, quick illustration of NLM style referencing is available in JKMC guidelines for individual article types).
Please note that JKMC follows a few adaptations of the Vancouver system like:
 - a. Superscripts should be used for citation numbers rather than brackets in text.
 - b. Citation superscript numbers should be placed after commas, colons, semi-colons, and full stops.
 - JKMC follows ICMJE, WAME, CSE, and COPE's guidelines as standard ones. For details please visit the respective sites.

ADDITIONAL INFORMATION

- If authors of a published article become aware of a significant error in it, a notification letter should be sent as soon as possible to the editor. If the error is judged significant enough to warrant a published correction, the correction will be made as an “erratum” if the fault is JKMC’s and as “correction” if the fault is the author’s.
- JKMC will correspond with the corresponding author via the email address provided, initially after the manuscript has passed through the initial Screening Process. We expect response to JKMC mail as soon as possible preferably within three days of receiving the mail. Further correspondences will be after completion of peer review. JKMC does not entertain personal calls to any member of the editorial board regarding your manuscript. Kindly mail to us in our official email address if you have any queries. Personal calls for publication, undue influence, if identified will drastically lower the chances of acceptance
- Appeal: The author has the right to appeal for re-consideration of decision on rejection

and comments regarding his /her manuscript provided he/she has valid reasons for it, within a week of receiving information about the decision. The final decision, however, rests on the editorial board.

- Any irregularities, misinformation, or manipulation of the data tending to skew the conclusion towards the side that does not represent the actual finding, if found, can result in the manuscript to be rejected or retracted (if already published).
- Any case of breach of publication ethics will be dealt with in accordance with accepted standard guidelines such as those of COPE, ICMJE, WAME, and CSE. JKMC may proceed with legal actions if needed in appropriate cases. JKMC might black-list the author(s) of the manuscript and also circulate the news and recommendation in public media and/or other journals.

If you have any queries, please contact us via email at editor@jkmc.com.np or visit our website www.jkmc.com.np. We are always ready to help.

Citation and Referencing

All sources used in an article should be cited and presented as reference. Citation reflects professionalism in medical literature and is a way to show professional respect to the concerned scholars and their scientific work.

JKMC follows modified Vancouver system as devised in the NLM style guide for authors, editors, and publishers for referencing, which is available as a book: "Citing Medicine, 2nd edition". The book can be downloaded free of cost at: <http://www.ncbi.nlm.nih.gov/books/NBK7256/>

A complete referencing consists of:

- In-text citations using numbers
- A numbered reference list at the end of the document.

In-text Citation

Citation is done in form of Hindu-Arabic numbers that correlates with the source in the reference list at the end of the document.

Following points illustrate the style JKMC follows for citing sources:

1. A number is allocated to a source in the order in which it first appears in the text. If the source is referred to again, the same number is used.
2. Citation numbers are placed in superscript format. No parenthesis is used.
3. The numbers are to be placed after commas, colons, semi-colons, and full stops.
4. When multiple references are cited together, the numbers are separated by a comma. In case of more than two consecutive numbers, first and last numbers are separated by hyphen.

E.g., Similar results have been obtained in various studies.^{4-7,15}

Reference List

Reference list is placed at the end of the document numerically in the order they are cited in the text.

A brief description along with illustrative examples of references to common publications is presented here. More detailed description is available from: <http://www.ncbi.nlm.nih.gov/books/NBK7256/>

1. Journal Article

1.1 Journal Article in print

General format, including punctuations:

Author(s). Article Title. Journal Title. Date of Publication; Volume(Issue): Location.

General rules for individual components:

Author

- Enter surname (family or last name) first for each author.
- Convert first names and middle names to initials.
- Give names of up to six authors and write et al followed by a full stop.
- Separate author names from each other by a comma and a space.
- End author names with a full stop.

Article Title

- Enter the title of an article as it appears in the publication.
- Capitalise only the first word of a title, proper nouns, proper adjectives, acronyms, and initials.
- Use a colon followed by a space to separate a title from a subtitle (if present), unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present.
- End a title with a full stop unless a question mark or exclamation point already ends it.

Journal Title

- Enter a journal title as it appears in the publication and in the original language.
- Abbreviate significant words in a journal title (For abbreviation rules see Citing Medicine from above mentioned link) and omit other words, such as

articles, conjunctions, and prepositions. [Though not NLM practice, the Journal title may be written out in full. You may choose either option but maintaining uniformity is recommended].

- Capitalise all remaining title words, including abbreviations.
- End the journal title with a full stop an Edition or a Type of Medium is included, then use a space.
- Cite a journal name as it was published at the time. For example, the British Medical Journal officially changed title to BMJ in 1985. Cite articles from 1984 and earlier as Br Med J, not as BMJ.

Date of Publication

- Include the year, month, and day of publication in that order. For example: 2010 Mar 5.
- Use English names for months and abbreviate them using the first three letters, such as Jan.
- End date information with a semicolon unless there is no volume or issue, then end with a colon.

Volume Number

- Omit "volume", "vol.", and similar wording preceding the number.
- Use Hindu-Arabic numbers only. E.g. convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen, such as 5-6 or 42-3.
- Do not follow volume number(s) with any punctuation. But if there is no issue number or other subdivision to the volume, then follow with a colon.

Issue Number

- Omit "number", "no.", and other wording preceding the number.
- Use Hindu-Arabic numbers only. E.g. convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such as 2-3.
- Place issue information in parentheses.
- End issue information with a colon unless further divisions, such as a supplement or part, exist.

Location

- Give the inclusive page numbers on which the article appears.
- Do not repeat page numbers unless they are followed by a letter. For example: 123-125 becomes 123-5, but 124A-126A is correct.
- Include a letter (often S for Supplement or A for

Appendix) when it precedes the page number. For example: S10-8.

- End pagination information with a full stop.

Examples

1. Petitti DB, Crooks VC, Buckwalter JG, Chiu V. Blood pressure levels before dementia. Arch Neurol. 2005 Jan;62(1):112-6.
2. Jun BC, Song SW, Park CS, Lee DH, Cho KJ, Cho JH. The analysis of maxillary sinus aeration according to aging process: volume assessment by 3-dimensional reconstruction by high-resolution CT scanning. Otolaryngol Head Neck Surg. 2005 Mar;132(3):429-34.

Journal article with organisation as author

3. Parkinson Study Group. A randomized placebo-controlled trial of rasagiline in levodopa-treated patients with Parkinson disease and motor fluctuations: the PRESTO study. Arch Neurol. 2005 Feb;62(2):241-8.

Journal article with both personal author and organisation as authors

4. Orchard TJ, Temprosa M, Goldberg R, Haffner S, Ratner R, Marcovina S, Fowler S; Diabetes Prevention Program Research Group. The effect of metformin and intensive lifestyle intervention on the metabolic syndrome: the Diabetes Prevention Program randomized trial. Ann Intern Med. 2005 Apr 19;142(8):611-9.

Journal article volume with supplement

5. Lee A, Chan EC, Ho M, Wong WS, Ng PP. The importance of needs assessment in planning health promoting schools initiatives: comparison of youth risk behaviours of two districts in Hong Kong. Asia Pac J Public Health. 2004;16 Suppl:S7-11.

Journal article issue with supplement

6. Crawford M, Mullan J, Vanderveen T. Technology and safe medication administration. J InfusNurs. 2005 Mar-Apr;28(2 Suppl):37-41.

Journal article with no author provided (do not use words like Anonymous)

7. Pelvic floor exercise can reduce stress incontinence. Health News. 2005 Apr;11(4):11.

1.2 Journal article on the Internet

General format, including punctuations:

Author. Article Title. Journal Title[Type of Medium]. Date of Publication [cited Date of Citation];Volume(Issue):Location. Availability

General rules for individual components: (those described in previous sections are not repeated here)**Type of Medium**

- Place Internet in square brackets
- End with a full stop. (Do not use full stop after the Journal Title as is done in citing print article).

Date of Citation

- Give the date the article was seen on the Internet.
- Inside square bracket begin with the word "cited" and give the date of citation in the same format and style as the Date of Publication.
- If a Date of Update/Revision is given, place the date of citation after it and follow both dates with a right square bracket.
- If no Date of Update/Revision is given, place citation date information in square brackets.
- End date information with a semicolon placed outside the closing bracket.

Availability

- Begin with the phrase "Available from" followed by a colon and a space.
- Insert the entire Uniform Resource Locator (URL); do not omit http://, www, or other beginning components.
- End with a period only if the URL ends with a slash, otherwise end with no punctuation.

Examples

1. Poole KE, Compston JE. Osteoporosis and its management. BMJ [Internet]. 2006 Dec 16 [cited 2007 Jan 4];333(7581):1251-6. Available from: <http://www.bmj.com/cgi/reprint/333/7581/1251?>

Journal article on the Internet with DOI provided

2. Harrison JJ, Ceri H, Yerly J, Stremick CA, Hu Y, Martinuzzi R, Turner RJ. The use of microscopy and three-dimensional visualization to evaluate the structure of microbial biofilms cultivated in the Calgary Biofilm Device. BiolProc Online [Internet]. 2006 [cited 2007 Jan 8];8(1):194-215. Available from: <http://www.biologicalprocedures.com/bpo/arts/1/127/m127.pdf>DOI: 10.1251/bpo12

Journal article from an Online Database

3. Erasmus S, Luiters S, Brijlal P. Oral hygiene and dental student's knowledge, attitude and behaviour in managing HIV/AIDS patients. Int J Dent Hyg [Internet]. 2005 Nov [cited 2009 Jun 16];3(4):213-7. Available from Medline: <http://cclsw2.vcc.ca:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=cmedm&AN=16451310&site=ehost-live>

1.3 Journal Articles forthcoming in Press**General format including punctuation:**

Author(s). Article Title. Journal Title. Note.

General rules for individual components: (those described in previous sections are not repeated here)

Note

- Begin with the word "Forthcoming"
- Enter the year of intended publication, if known.
- End with a full stop.

Examples

1. Laking G, Lord J, Fischer A. The economics of diagnosis. Health Econ. Forthcoming 2006.
2. Savinainen KJ, Helenius MA, Lehtonen HJ, Visakorpi T. Over expression of EIF3S3 promotes cancer cell growth. Prostate. Forthcoming 2006.

Forthcoming article with volume and issue predicted

3. Velentgas P, West W, Cannuscio CC, Watson DJ, Walker AM. Cardiovascular risk of selective cyclooxygenase-2 inhibitors and other non-aspirin non-steroidal anti-inflammatory medications. Pharmacoevidemiol Drug Saf. 15(5). Forthcoming 2006.

2. Book**2.1 Book in Print**

General format including punctuation:

Entire Book:

Author/Editor. Title. Edition. Secondary Author (optional). Place of Publication: Publisher; Date of Publication. Pagination.

Contributions to Books:

Author(s) of Contribution. Title of Contribution. In: Editor(s) of Book, editors. Title. Edition. Place of Publication: Publisher; Date of Publication. Pagination of Contribution.

Part of Book (Chapter, Table, Figure, Appendix)

Author/Editor. Title. Edition. Secondary Author (optional). Place of Publication: Publisher; Date of Publication. Name of Part Number of Part, Title of Part; Pagination of Part.

General rules for individual components: (those described in previous sections are not repeated here)

Edition

- Indicate the edition/version being cited after the title when a book is published in more than one edition or version.
- Capitalise only the first word of the edition statement, proper nouns, and proper
- Adjectives.
- Express numbers representing editions in Arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a full-stop.

Place of Publication

- Place is defined as the city where the book was published.
- Follow US and Canadian cities with the two-letter abbreviation for the state or province.
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England).
- Use the anglicised form for a non-US city, such as Vienna for Wien.
- End place information with a colon.

Publisher

- Record the name of the publisher as it appears in the publication, using whatever capitalisation and punctuation is found there.
- Abbreviate well-known publisher names if desired but with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher is given, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon.

Pagination for Entire Book

- Provide the total number of pages on which the text of the book appears

- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text.
- Follow the page total with a space and the letter p.
- For books published in more than one physical volume, cite the total number of volumes instead of the number of pages, such as 4 vol.
- End pagination information with a full-stop.

Pagination for Contribution to/Part of Book

- Begin location with "p." followed by a space.
- Enter the page number or numbers on which the contribution/part appears. Examples: p.438 and p. 663-4.
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End page information with a full-stop.

Name and Number of Part of a Book

- Enter the name of the part as it appears in the book.
- Capitalise the name, such as Chapter, Table, Figure, or Appendix.
- Do not abbreviate names. For example, convert Fig. to Figure.
- Follow the name with any accompanying number or letter, such as Chapter 12, Table 2, Figure 3.1, or Appendix A.
- Use arabic numbers only. For example: convert VI or Six to 6.
- End name and number/letter information with a comma and a space.

Title of Part of a Book

- Enter the title of the part as it appears in the book.
- Only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms should be in capital letter.
- Use a colon followed by a space to separate a title from a subtitle (if any) unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present.
- End title information with a semicolon and a space.

Examples

1. Jenkins PF. Making sense of the chest x-ray: a hands-on guide. New York: Oxford University Press; 2005. 194 p.

- Belitz HD, Grosch W, Schieberle P. Food chemistry. 3rd rev. ed. Burghagen MM, translator. Berlin: Springer; 2004. 1070 p.

Book with editors/translators when there is no author

- Izzo JL Jr, Black HR, editors. Hypertension primer: the essentials of high blood pressure. 3rd ed. Philadelphia: Lippincott Williams & Wilkins; c2003. 532 p.
- Flaws B, translator. The classic of difficulties: a translation of the Nan Jing. 3rd ed. Boulder(CO): Blue Poppy Press; 2004. 140 p.

Book with organisation as author

- Advanced Life Support Group. Acute medical emergencies: the practical approach. London: BMJ Books; 2001. 454 p.

Books with no authors/editors.

- HIV/AIDs resources: a nationwide directory. 10th ed. Longmont (CO): Guides for Living;c2004. 792 p.

Book with unknown place of publication

- Hoobler S. Adventures in medicine: one doctor's life amid the great discoveries of 1940-1990.[place unknown]: S.W. Hoobler; 1991. 109 p.

Contributions to book

- Kone BC. Metabolic basis of solute transport. In: Brenner BM, Rector FC, editors. Brenner and Rector's the kidney. 8th ed. Vol. 1. Philadelphia: Saunders Elsevier; c2008. p. 130-55.
- Powers AC. Diabetes Mellitus. In: Fauci SA, Braunwald E, Kasper LD, Hauser SL, Longo DL, Jameson JL et al. Harrison's principles of internal medicine. 17th ed. Vol. 2. USA: McGraw Hill; 2008. p. 2275-304.

Citations to parts (e.g., chapters) of book

- Riffenburgh RH. Statistics in medicine. 2nd ed. Amsterdam (Netherlands): Elsevier Academic Press; c2006. Chapter 24, Regression and correlation methods; p. 447-86.
- Reed JG, Baxter PM. Library use: handbook for psychology. 3rd ed. Washington: American Psychological Association; c2003. Chapter 2, Selecting and defining the topic; p. 11-25.

Dictionary entry, unsigned

- Dorland's illustrated medical dictionary. 30th ed. Philadelphia: Saunders; c2003. Encephalomalacia; p. 609.

Encyclopedia article, unsigned

- Turkington C, Tzeel A. The encyclopedia of children's health and wellness. New York: Factson File, Inc.; c2004. Papilloma virus, human (HPV); p. 381-3.

2.2 Book on the Internet

General format including punctuation:

Entire Book:

Author/Editor. Title [Type of Medium]. Edition. Secondary Author (optional). Place of Publication: Publisher; Date of Publication [cited Date of Citation]. Pagination Availability.

Contributions to Book:

Author(s) of Contribution. Title of Contribution. In: Editor(s) of Book, editors. Title [Type of Medium]. Edition. Secondary Author (optional). Place of Publication: Publisher; Date of Publication [cited Date of Citation]. Pagination. Availability.

Part of Book:

Author/Editor. Title [Type of Medium]. Edition. Secondary Author (optional). Place of Publication: Publisher; Date of Publication. Name and Number letter of the Part, Title of the Part; [cited Date of Citation]. Location (Page number) of the Part. Availability.

Examples

- Richardson ML. Approaches to differential diagnosis in musculoskeletal imaging [Internet]. Version 2.0. Seattle (WA): University of Washington School of Medicine; c2000 [revised 2001 Oct 1; cited 2006 Nov 1]. Available from: <http://www.rad.washington.edu/mskbook/index.html>
- Fact sheet: AIDS information resources [Internet]. Bethesda (MD): National Library of Medicine (US); 2003 May 2 [updated 2005 Jul 14; cited 2006 Nov 15]. [about 3 screens]. Available from: <http://www.nlm.nih.gov/pubs/factsheets/aidsinfs.html>

Part of Book on the Internet

- Federal Communicators Network (US). Communicators guide for federal, state, regional, and local communicators [Internet]. [Washington]: Department of Agriculture (US); 2000 Dec [revised 2001 Dec]. Chapter 3, Writing communication plans; [cited 2006 Nov 7]; [about 12p.]. Available from: <http://www.usda.gov/news/pubs/fcn/chapter3.htm>

Contribution to Book on the Internet

- Shrader-Frechette K. Ethical issues in environmental

and occupational health. In: Jennings B, Kahn J, Mastroianni A, Parker LS, editors. Ethics and public health: model curriculum [Internet]. Washington: Association of Schools of Public Health; 2003 [cited 2006 Nov 20].p. 159-92. Available from: <http://www.asph.org/UserFiles/EthicsCurriculum.pdf>

2.3 Forthcoming Books

General format including punctuation:

Author(s). Title. Place of Publication: Publisher. Note.

Examples

1. Posner MI, Rothbart MK. Educating the human brain. Washington: American Psychological Association. Forthcoming 2007.
2. Burroughs A. Atlas of liver disease. Carnforth (UK): Parthenon Publications Group. Forthcoming 2007.

3. Newspaper Article

3.1 Newspaper Article in Print

General format, including punctuation:

Author(s). Article Title. Newspaper Title (Edition, if any).
Date of Publication: Section. Location (Column Number).

General rules for individual components: (those described in previous sections are not repeated here)

Article Title

- Enter the title of an article as it appears in the original document.
- Only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms should be in capital letters.
- Use a colon followed by a space to separate a title from a subtitle (if any), unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present.
- End a title with a period unless a question mark or exclamation point already ends it.

Newspaper Title

- Enter a newspaper title in the original language.
- Do not omit or abbreviate any words in a newspaper title, with the exception of a leading "The" which may be dropped if desired.
- Add the location where published if it is not included in the title: Bergen County (NJ) Record and Daily Nation (Nairobi).
- End the newspaper title with a full-stop unless an Edition or a Type of Medium is included.

Edition

- Indicate the edition being cited after the title when a newspaper is published in more than one edition.
- Capitalize each significant word and place other words, such as articles, conjunctions, and prepositions in lower case.
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- Abbreviate common words such as edition (see Abbreviation rules for editions). Place the edition statement in parentheses, such as (Final Ed.).
- End the edition statement with a full-stop after the closing parenthesis.

Section Letter, Number, or Name for Newspaper Articles

- Abbreviate Section to Sect.
- Follow Sect. with the letter, number, or name of the section.
- Convert roman numerals used for section numbers into Arabic numerals, such that II becomes 2.
- End section information with a colon.

Location (Pagination) for Newspaper Articles

- Pagination in a newspaper article differs from pagination in all other types of publications in that only the first page of the article is used.
- Give the beginning page number on which the article appears.
- Include a letter when it precedes the page number only when using the options provided in Letters before page numbers.
- End pagination information with a space.

Column Number for Newspaper Articles

- Give the number of the column on which the article begins.
- Precede the number with "col."
- Place column information in parentheses, as (col. 3).
- End column information with a period outside the closing parenthesis.

Examples

1. Gaul G. When geography influences treatment options. Washington Post (Maryland Ed.). 2005 Jul 24;Sect. A:12 (col. 1).
2. Maugh TH 2nd. Cancer deaths decline for 1st time since 1930: the drop in U.S. is slight butmarks a milestone, as advances catch up with demographics.

Los Angeles Times. 2006 Feb 9;Sect. A:6 (col. 1).

- Graedon J, Graedon T. Amnesia and cholesterol-lowering prescription drugs. *The (Baltimore)Sun (Weekend Ed.)*. 2005 Jul 24; Home& Family: 8N (col. 1).

3.2 Newspaper Article on the Internet

General format including punctuation:

Author(s). Article Title. Newspaper Title (Edition, if any) [Internet]. Date of Publication [cited Date of Citation]; Section. Location (Column Number). Availability

Examples

- Carey B. Psychiatrists revise the book of human troubles. *New York Times* [Internet]. 2008 Dec 17 [cited 2008 Dec 19]; Health: [about 3 p.]. Available from: http://www.nytimes.com/2008/12/18/health/18psych.html?_r=1&em
- Grady D. Jump in doctor visits and deaths in flu season. *New York Times* [Internet]. 2008 Apr 18 [cited 2008 Dec 19]; Research: [about 4 screens]. Available from: <http://www.nytimes.com/2008/04/18/health/research/18flu.html?scp=7&sq=flu%20season&st=cse>

4. Websites

General format including punctuations:

Homepage

Author(s). Title [Internet]. Place of Publication: Publisher; Date of Publication [Date of update/revision, if any; cited Date of Citation]. Available from: URL

Parts of Web sites:

Title of Homepage [Internet]. Place of Publication: Publisher; Date of Publication of Homepage. Title of Part; Date of Publication of Part [cited Date of Citation]; Location/Pagination of Part. Available from: URL

Examples

Homepage

- Hooper JF. Psychiatry & the Law: Forensic Psychiatric Resource Page [Internet]. Tuscaloosa (AL): University of Alabama, Department of Psychiatry and Neurology; 1999 Jan 1 [updated 2006 Jul 8; cited 2007 Feb 23]. Available from: <http://bama.ua.edu/~jhooper/>

Homepage with no author

- Complementary/Integrative Medicine [Internet]. Houston: University of Texas, M. D. Anderson Cancer Center; c2007 [cited 2007 Feb 21]. Available from: <http://www.mdanderson.org/departments/CIMER/>.

- AMA: helping doctors help patients [Internet]. Chicago: American Medical Association; c1995-2007 [cited 2007 Feb 22]. Available from: <http://www.ama-assn.org/>.
- StatePublicHealth.org [Internet]. Washington: ASTHO; [cited 2007 Feb 23]. Available from: <http://statepublichealth.org/>

Homepage with multiple URLs

- Neonatology on the Web [Internet]. [place unknown]: Neonatology on the Web; 1995 Aug 1 [updated 2006 Dec 22; cited 2007 Mar 23]. Available from: <http://www.neonatology.org/>; www.neonatology.net; www.neonatology.com

Part of a Web site

- AMA: helping doctors help patients [Internet]. Chicago: American Medical Association; c1995-2007. AMA launches exclusive partnership with the ReachMD Channel for medical professionals; 2007 Mar 26 [cited 2007 Mar 28]; [about 2 screens]. Available from: <http://www.ama-assn.org/ama/pub/category/17469.html>
- Chlamy Center: an Online Informatics Resource for Chlamydomonas [Internet]. Durham (NC): Duke University, Department of Biology; [modified 2007 Mar 8]. Core collections; [modified 2006 Jan 25; cited 2007 Mar 27]; [about 3 screens]. Available from: <http://jupiter.biology.duke.edu/strains.html>

Image on the Internet

- McCourtie SD, World Bank. SDM-LK-179 [image on the Internet]. 2009 Apr 29 [cited 2009 Jun 14]. Available from: <http://www.flickr.com/photos/worldbank/3486672699/>

5. Scientific and Technical Reports

General format including punctuations:

Author(s). Title. Edition (if not the first edition). Place of publication: Publisher; Date of publication. Total number of pages. Report Number.

General rules for individual components: (those described in previous sections are not repeated here)

Pagination

- Write the total number of pages on which the text of the report appears.
- Use Arabic numerals and follow the number with a space followed by "p".

Report Number

- Provide the report number as it is in the original document, using whatever capitalization and punctuation there is.
- It should be written as "Report No.: _____".
- End it with a full-stop.
- If a contract/grant number is available as well, then provide it after the report number after a full-stop and a space. E.g. "Report No.: _____. Contract No.: _____".

Examples

1. Page E, Harney JM. Health hazard evaluation report. Cincinnati (OH): National Institute for Occupational Safety and Health (US); 2001 Feb. Report No.: HETA2000-0139-2824. 24 p.
2. Sontag ED (Department of Mathematics, Rutgers University, New Brunswick, NJ). Control of nonlinear systems. Final report 15 Mar 2004-31 Jan 2005. Washington: Army Medical Department (US); 2004. 5 p. Report No.: AFRLSRARTR050271. Contract No.:FA95500410172.

Report with no author provided

3. The world health report 2003: shaping the future. Geneva: World Health Organization; 2003.193 p.

Report with an edition

4. Thomas C, Butler J, Davies M, Johnson R, editors. State injury indicators report: 1999 data. 2nd ed. Atlanta (GA): Centers for Disease Control and Prevention (US), National Center for Injury Prevention and Control; 2004 Feb. 108 p.

6. Thesis or Dissertation

General format including punctuation:

Author(s). Title. [Content type]. [Place of Publication]: Publisher; Date of publication. Total number of pages.

General rules for individual components: (those described in previous sections are not repeated here)

Content Type

- Place content type such as [dissertation] or [master's thesis] after the title to alert the user that the reference is not to a standard book.
- Follow the bracketed type with a full-stop.

Examples

1. Roguskie JM. The role of Pseudomonas aeruginosa pilin glycan in virulence [master's thesis]. [Pittsburgh (PA)]: Duquesne University; 2005. 111 p.
2. Jones DL. The role of physical activity on the need for revision total knee arthroplasty in individuals with osteoarthritis of the knee [dissertation]. [Pittsburgh (PA)]: University of Pittsburgh; 2001. 436 p.

Part of Thesis

3. Christensen PM. Infant nutrition and child health on Tarawa, Kiribati: a nutritional anthropological approach [master's thesis]. Sydney (Australia): University of New South Wales, Centre for South Pacific Studies; 1995. Chapter 3.1, Breastfeeding practices on Tarawa;p. 46-53.
4. Deutsch B. Lifestyle and contaminants in Greenland 1994-1996: evaluation of the AMAP, Human Health Subprogram [master's thesis]. Aarhus (Denmark): University of Aarhus; 1999. Figure 2, Histograms of birth weight and gestational age; p. 20.