

INSTRUCTION FOR AUTHORS

ONLINE SUBMISSION

This Journal accepts only manuscripts through the online submission system. It is easy to use and easy to track, thus by conducting all steps electronically, your submission will be expedient. Contributors can submit via our website. Once you submit an article, it will be forwarded to one of the editors and afterwards to at least two peer-reviewers. The author will be notified of the submission process by means of E-mail.

COVER LETTER

This letter should be uploaded online as a word file. The author should state that the manuscript has not been and will not be published or submitted elsewhere. The financial disclosure should be declared. The letter must include a statement declaring that the study complies with current ethical considerations. Authors reporting experimental studies on human subjects must include a statement of assurance in the Materials and Methods section of the manuscript reading that: (1) informed consent was obtained from each patient included in the study and (2) the study protocol conforms to the ethical guidelines of the 1975 Declaration of Helsinki.

MANUSCRIPT PREPARATION

Manuscripts should be in Word Document (Microsoft Word 97, 2003, 2007, 2010, 2013) in English and should follow the style of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals, a copy of which can be found at www.icmje.org.

WORD COUNT LIMITS

- *Short Articles*: 1500 - 2000 words (Maximum number of references is 15, Maximum Number of illustrations/Tables is 2)
- *Original Reports*: 2500 - 3500 words (Maximum number of references is 40, Maximum Number of illustrations/Tables is 5)
- *Review Articles*: 3500 - 4000 words (Maximum number of references is 60, Maximum Number of illustrations/Tables is 5)
- *Case Report*: 1500 - 2000 words (Maximum number of references is 10, Maximum Number of illustrations/Tables is 2)
- *Figure legends (including multiple figure parts)*: 55-75 words
- *Acknowledgments (not including research funding)*: 45-55 words.

FONTS

Use the font Times New Roman size 12 for the body, size 12 bold for subheadings, size 14 for headings and size 14 bold for the title, Line spacing=Double.

TITLE PAGE

The title page should state:

- **Title**: Capitalize the initial of each word except prepositions with less than three letter.
- **Author(s)**: full name of all authors should be mentioned.
- **Affiliation**: Author's affiliation containing: Department, University, City, Country.
 - Corresponding author: one of the authors should be chosen. Address, telephone and fax number and E-mail should be written.

ABSTRACT AND KEYWORDS

[required for research articles, review articles, case reports]

- Abstract of research articles and brief reports should be structured as below:
Background, Objectives, Materials/Patients and Methods, Results and Conclusions. A list of 3-10 keywords must be provided for indexing purposes. All keywords should be provided according to MeSH terms at: <http://www.nlm.nih.gov/mesh/MBrowser.html>.

ARTICLE BODY

Generally includes the: Background, Objectives, Materials/Patients and Methods, Results, Discussion and References.

- **Background**: This should summarize the rationale for the study.
- **Objectives**: State the aims of the study.
- **Materials/Patients and Methods**: This should include exact method or observation or experiment. If an apparatus is used, its manufacturer's name and address should be given in parentheses. If a drug is used, its generic name, dose and route of administration must be given. Statistical method

must be mentioned and specify any general computer program used.

- **Results**: Must be presented in the form of text, tables and illustrations.

The contents of the tables should not be all repeated in the text. Instead, a reference to the table number may be given. Long articles may need sub-headings within some sections (especially the Results and Discussion).

- **Discussion**: This should emphasize the present findings and their differences or similarities with other work done in the field by other workers. Emphasize the new and important aspects of the study and the conclusions.
- **Acknowledgments**: All contributors who do not meet the criteria for authorship should be covered in the acknowledgment section. Persons who provided technical help, writing assistance and should also be acknowledged.

- **Tables**: All tables must be included at the end of the manuscript.

- Tables in the word file should be separated by page break (each table on a separate page).
- Each table should have borders with normal style without any colored row or column.
- The style of table should be simple.
- Each cell contains only one paragraph or one line.

- **Figures**: Figures must be submitted as separate files in the form of tiff (.tif), jpeg (.jpg), png (.png), or Photoshop (.psd). Authors should declare in the cover letter that all figures of their manuscripts are original. Resolution should be 300 dpi for a 3" x 2 inch figure.

- **Units, symbols, and abbreviations**: Internationally accepted units (International System of Units), symbols, and abbreviations must be used. Abbreviations should be used sparingly and must be introduced in parentheses upon the first mention.

- **Drug names**: Generic drug names must be used.

REFERENCES

This Journal accepts references according to Vancouver style (with some minor changes) rules established by the International Committee of Medical Journal Editors. In the Vancouver system, the only indication required in the text of a paper is a number, allocated in ascending sequence, and presented in the text either in brackets, or in superscript. For example:

"Recent randomized controlled trials in primary care showed benefits for patients with depression from increased telephone support, better cooperation between primary care and mental health professionals, and more systematic follow up (7)."

If the same source is cited again later in the text, the same number is used once more. If multiple references are cited, use a hyphen to join an inclusive range of numbers thus: (2-5). Use commas without spaces to separate non-inclusive numbers in a multiple citation thus: (2-5, 7, 10).

• Books and Other Monographs

The details needed to construct a book reference are presented below.

Each author's surname followed by the initials (in the same order as they appear on the title page), a comma should separate each author's name. Title of the book. Edition of the book if there has been more than one. Place of publication or town of origin followed by a colon, Publisher's name, followed by a semi-colon, Year of publication. e.g.

Ford MJ, Munro JF. Introduction to Clinical Examination. 7th ed. Edinburgh: Churchill Livingstone; 2000.

If only a part is cited, add the page numbers, and volume number in the case of multi-volume works, at the end of the reference.

Meltzer PS, Kallioniemi A, Trent JM. Chromosome Alterations in Human Solid Tumors. In: Vogelstein B, Kinzler KW, editors. The Genetic Basis of Human Cancer. New York: McGraw-Hill; 2002. p. 93-113.

If you need to reference a book written by more than six authors, list the first six authors' names followed by "et al" thus:

Cohen J, Brown A, Smith B, Jones G, Murphy M, McKay P et al.

• Standard journal article

List the first six authors followed by et al., paper title, journal title abbreviation, year of publishing, volume number, issue number in parentheses, page range. e. g.

Meydani SN, Leka LS, Fine BC, Dallal GE, Keusch GT, Singh MF, et al. Vitamin E and Respiratory Tract Infections in Elderly Nursing Home Residents: a Randomized Controlled Trial. JAMA. 2004 Aug 18;292(7):828-36.

• Online Sources

For all websites references you need to note the date that you accessed the information, and database name or web address (URL). e.g.

Royal College of General Practitioners. The Primary Health Care Team.

RCGP website 2003 [cited 2004 Sep 22]; Available from: URL: http://www.rcgp.org.uk/information/publications/information/PDFInfo/21_OCT_03.pdf

REVIEW PROCESS

All submitted manuscripts are subject to peer review and editorial approval. Articles will be sent to at least 2 reviewers. Authors are usually notified within 1-2 months about the acceptability of their manuscript. Once receiving reviewers comments, authors are requested to send the revised article, and a copy of their reply to the reviewers, including the comment and explaining the replies to questions and changes made to the revised version within 72 hours.

PROOFS

Proofs will be sent to the corresponding author. Galley proofs should be returned within 72 hours from receipt.

TYPE OF ARTICLES

This Journal publishes research articles, systematic review articles, meta-analyses, invited review articles, case reports, and letters.

• Research Articles

Traditional division into sections is required: Title, Keywords, Addresses and which author address for correspondence, Structured abstract, Background, Objectives, Materials/Patients and Methods, Results, Discussion, References and Acknowledgements, Legends for Figures and Tables.

• Systematic Review (Meta-Analysis)

Authors should report systematic reviews in accordance with the PRISMA (Preferred Reporting Items for Systematic Reviews and Meta-Analyses) statement. For Systematic Reviews, the abstract should be subdivided into the following sequential sections:

Context; Data Sources; Study Selection; Data Extraction; Results; Conclusions; and Keywords. Systematic reviews should be 3500-4000 words (abstracts to be structured as above). Consult: The Cochrane Reviewers' Handbook Meta-analysis of observational studies.

• Review Article

In a review article both abstract and text of the manuscript, include following items:

- **Context:** Include 1 or 2 sentences describing the clinical question or issue and its importance in clinical practice or public health.
- **Evidence Acquisition:** Describe the data sources used, including the search strategies, years searched, and other sources of material, such as subsequent reference searches of retrieved articles. Explain the methods used for quality assessment and the inclusion of relevant articles.
- **Results:** Address the major findings of the review of the clinical issue or topic in an evidence-based, objective, and balanced fashion, emphasizing the highest-quality evidence available.
- **Conclusions:** Clearly state the conclusions to answer the questions posed if applicable, basing the conclusions on available evidence, and emphasize how clinicians should apply current knowledge.

• Brief Report

Reports should contain 1000 - 2000 words and should contain a structured abstract of 200 words maximum. Short reports should comprise sections of Introduction, Materials/Patients and Methods, Results and Discussion with not more than 2 tables or figures and up to 20 references.

• Letter

Letters to the editor will be considered if they give significant comments on recent articles published in Trauma Monthly Journal or they contain relevant preliminary data providing new insights. Letters need no abstract and must cite the previous article in Trauma Monthly Journal that is being discussed, and should have no more than 10 references.

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