

Guidelines for Submission to The Medical City Journal (Updated: February 2022)

GENERAL GUIDELINES

1. The Medical City (TMC) Journal is the official research publication of TMC-CTRI. The CTRI believes that research within TMC and any of its networks should be known to the public and to other researchers to help advance the medical field. As such, the following guidelines shall apply:
 - a. CTRI will announce a specified date to open manuscript submission for publication. Administrative and medical staff, trainees, allied health professionals, and students in TMC are encouraged to submit a manuscript. In case the manuscript is already published or submitted to another journal, a letter and proof of acceptance/ submission can be submitted to TMC Journal (tmcjournal@themedicalcity.com) for acknowledgement.
 - b. The authors are responsible for adhering to the format and guidelines as provided in the CTRI website and in this document.
 - c. The authors should submit the manuscript and necessary attachments using the online submission platform at the CTRI website (<https://www.themedicalcity.com/ctri/>) under the Grants and Applications Tab, TMC Journal Submission: Initial.
 - d. During the initial submission, three files are required for submission:
 - i. Cover letter- the cover letter should indicate the intent of the authors to publish their manuscript at TMC Journal, a brief description of the study, the name and contact details of the corresponding author/s, and the complete list of co-authors, affiliations and contact details. Each author must have an affiliation. Affiliations can be associated or tagged to the author using a number superscript. After the listing of the names of the authors, the affiliations shall follow and be listed in order of its association to the authors (i.e. arranged starting from 1). The cover letter should also indicate the acknowledgement and funding statements, if any.
 - ii. Formatted manuscript- the manuscript should be blinded (i.e., no details associated to the authors should be written). Detailed guidelines on formatting are described below.
 - iii. Supplementary materials- all original research should submit a copy of the IRB approval/ acknowledgement for their protocols. Other supplementary files such as detailed tables, supporting figures or useful references can also be attached. If supplementary materials are not available for the manuscript being submitted, just upload a blank document.
 - e. A notice of acceptance/ revision/ rejection will be sent to the corresponding author indicating the following:
 - i. A letter of acceptance contains a remark indicating that the manuscript will be included in the current publication issue.
 - ii. A letter of revision contains comments, suggestions and remarks from peer reviewers and the editors that the author may consider for the manuscript to be included in the publication.
 - iii. A letter of rejection contains reasons for the editor's decision to not include the paper in the publication.
 - f. The authors are responsible for providing the necessary revisions as advised by The Medical City Journal Editorial Board. A point-by-point response to the editor are required to be submitted together with the edited manuscript. Revised manuscript and attachments shall be submitted using the online submission platform at the CTRI website (<https://www.themedicalcity.com/ctri/>) under the Grants and Applications Tab, TMC Journal Submission: Revisions, based on the deadline set by the CTRI.
 - g. The CTRI ensures that TMC journal will be made available/ published in electronic and softbound forms. All authors will receive complimentary copies of the issues where their articles are published, subject to the availability of the printed form.
 - h. Submission of all manuscript should be made online. No hardcopy submission or email submission will be entertained unless advised by the editors.

- i. A corresponding author with a valid email address should be identified for each submitted paper. The corresponding author will be the contact person of the CTRI for the issuance of letters for approval, revision or rejection of the submitted manuscript.
2. The document should be saved in .doc or .docx format. The filename for first time submission should be as follows:
Primary Author's Last Name (put et. al if many authors)_Year of submission_Category (Original Article/ Case Repot/ Review/ Updates/etc)_Journal.docx
 The filename for revised manuscript should be as follows:
Revision_Revision Number (1,2,3..)_ Primary Author's Last Name (put et. al if many authors)_Year of submission_Category (Original Article/ Case Repot/ Review/ Updates)_Journal.docx
3. In case of revisions, the comments of the editors must be addressed point-by-point by the authors in a separate document. For comments from the editors not considered by the author, justification must be provided. The document for revision should be considered an attachment and should be named *Comments_Revision_Primary Author's Last Name_Year of Submission*. Two copies of the revised manuscript should be submitted – a clean copy (copy without marks, edits and comment boxes) and a copy with changes tracked/marked.

Formatting Guidelines (Original Article):

1. Submitted manuscript should be formatted on a short bond paper (US Letter Paper Size: 8.5 x 11 inches), with 1 inch margin on all sides, with continuous line number, double spaced, font style is Times New Roman, font size 12. Manuscript should have page numbers starting from 1.
2. The manuscript should be arranged as follows: title, abstract, manuscript body, references, tables and figures.
3. The following should be the content of the specific sections of the manuscript:
 - a. Title: Complete title of the article. No author names and affiliation should be indicated after the title of the article—these details should be incorporated in the cover letter file.
 - b. Abstract: The abstract should not be more than 250 words, unstructured, and should contain the main objective, methodology, results and conclusion. Do not put any citations nor abbreviations in the abstract.
 - c. Manuscript Body: The text should have no more than 3000 words excluding the legends, tables and figure titles, table contents and references. The text should be written in the following order: Introduction (including objectives), Methods, Results, Discussion (including limitations), and Conclusions. Metric units should be used for all measurements. P-values and other statistical measurements (if applicable) should be expressed in 3 decimal places and should be rounded off as applicable. Abbreviation of a term can only be applied if the term is used at least three times in the text (excluding the abstract). Footnotes should not be used within the body of the text. Subsections within each of the section of the text can be used as appropriate. For the succeeding subheadings, the following styles shall be used:

HEADING	capital letters, bold
Subheading 1	first letter is capitalized, bold
<i>Subheading 2</i>	first letter is capitalized, bold, italicized
Subheading 3	first letter is capitalized
 - d. References: Reference list and in-text citations should follow the Vancouver Style. A summary of the rules can be accessed in this link: <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/vancouver.pdf>
 - e. Tables: All tables must be placed after the references section. Tables should be labeled consecutively in order of its citation in the manuscript. Table titles should be placed at the top of the table. Table number should be in bold while table description should be in normal configuration. Texts for the table contents should use a font size of 10 and is double spaced. Abbreviations and additional notes can be defined in a footnote. Superscript lowercase letters (a-z) should be used for the footnotes. Tables should not be saved as an image. As an example, a Table should appear as follows:

Table 1. The table required for this sample

Table Title	Content
Table 1 ^{a,b}	The table required for this sample
Table 2	The table required for this sample
Table 3	The table required for this sample

a- this refers to the notes for a specific item in the table

b- this refers to the notes for a specific item in the table

- f. Figures, Images, Illustrations: All figures should be found after the tables section. Titles of the figures should be placed at the bottom and should be brief and informative. Figure number should be in bold while figure description should be in normal configuration. Related or collage of figures should be labeled with A, B, C, etc. The labels should be described in the figure title. Structures/ items/ part of the photo that should be emphasized can be pointed using an arrow. Pictures should be of high quality while graphs should be in scalable vector format. Only a maximum of two figures should be found in one page. For photomicrographs, specify staining procedure and magnification (or the equivalent measurement of the bar in case a scale bar was used). Figures should be in the following format:

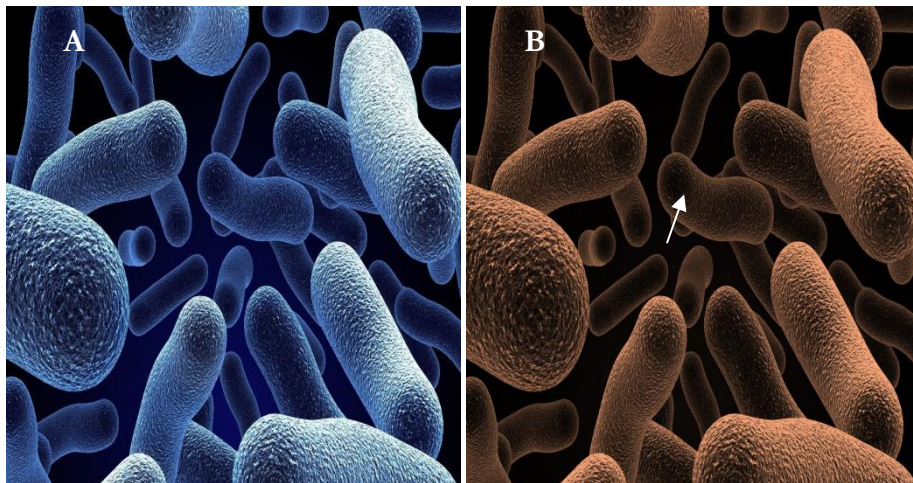


Figure 1. The figure required for this sample. (A) Bacteria in blue color. (B) Bacteria in red color. The arrow refers to the emphasized structure

Formatting Guidelines (Case Reports):

1. Submitted manuscript should be formatted on a short bond paper (US Letter Paper Size: 8.5 x 11 inches), with 1 inch margin on all sides, with continuous line number, double spaced, font style is Times New Roman, font size 12. Manuscript should have page numbers starting from 1.
2. Publication priority is given to cases which meets one or more of the following criteria:
 - a. a first-of-its-kind, unexpected, or unusual observation
 - b. a new disease
 - c. a previously unknown manifestation of a disease
 - d. a new pathophysiology of a disease
 - e. new observation of adverse event
 - f. new therapeutic activity of treatments
3. Case report contents are not strictly structured but should contain, at the least, a title, abstract, manuscript text, consent, and references.

4. The following content should be the content of the report (if applicable):
 - a. Title: Complete title of the article. No author names and affiliation should be indicated after the title of the article—these details should be incorporated in the cover letter file.
 - b. Abstract: The abstract should not be more than 250 words, unstructured, and should contain the main information about the case. Do not put any citations nor abbreviations in the abstract.
 - c. Manuscript Text: The main text should be no more than 1800 words only. Ideally, the text should contain the following sections:
 - Introduction/ Background
 - Case Presentation
 - Discussion
 - Conclusion
 - Patient's Perspective
 - d. Consent: This section shall provide a statement to confirm that a consent was given by the patient for the consent to be published in The Medical City Journal.
 - e. References: Reference list and in-text citations should follow the Vancouver Style. A summary of the rules can be accessed in this link: <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/vancouver.pdf>
5. Case reports should have no more than two tables or two figures in its entirety. Table and Figure formatting is the same as with the guidelines for the original articles.

Formatting Guidelines (Review Article, Concise Review, Meta-Analysis):

1. Submitted manuscript should be formatted on a short bond paper (US Letter Paper Size: 8.5 x 11 inches), with 1 inch margin on all sides, with continuous line number, double spaced, font style is Times New Roman, font size 12. Manuscript should have page numbers starting from 1.
2. Review articles are not strictly structured. However, contents shall consist of 2500-5000 words excluding the abstract, tables, figures and references.
3. The Abstract is unstructured and should not be more than 250 words.
4. Review articles should have no more than five tables and figures in its entirety. Table and Figure formatting is the same as with the guidelines for the original articles.
5. References: Reference list and in-text citations should follow the Vancouver Style. A summary of the rules can be accessed in this link: <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/vancouver.pdf>
6. The review article shall provide 3-5 take-home points for the readers