Guidelines for Submission to The Medical City Journal

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 shall announce a specified date to open manuscript submission for publication. Staff, fellows, residents allied health professionals, and/or students in TMC shall be required to submit an original manuscript. In case the manuscript is already published or submitted to another journal, a letter and proof of acceptance/submission shall be submitted to the Science Research Specialist (mbcarascal@themedicalcity.com) for acknowledgement.
   b. The authors shall be responsible for adhering to the format and guidelines provided by the CTRI. Publication format and guide to authors shall be provided in the website (please refer to the guidelines below).
   c. The authors shall submit the manuscript and necessary attachments to mbcarascal@themedicalcity.com.
   d. A notice of acceptance/revision/rejection shall be sent to the corresponding author
      i. A letter of acceptance shall contain a remark indicating that the manuscript shall be included in the publication (please refer to Attachment U for sample format).
      ii. A letter of revision shall contain comments, suggestions and remarks from peer reviewers and the editors that the author may consider for the manuscript to be included in the publication (please refer to Attachment V for sample format).
      iii. A letter of rejection shall contain reasons for the editor’s decision to not include the paper in the publication (please refer to Attachment W for sample format).
   e. The authors shall be responsible for providing the necessary revisions as advised by The Medical City Journal Editorial Board. A point by point response to the editor shall be submitted together with the edited manuscript. Revised manuscript and attachments shall be submitted to mbcarascal@themedicalcity.com based on the deadline set by the CTRI.
   f. The CTRI shall ensure that TMC journal be made available/published in electronic and softbound forms.
   g. Submission of all manuscript shall be made online. No hardcopy submission or email submission shall be entertained unless advised by the editors.
   h. A corresponding author with a valid email address shall be assigned 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 Report/Review/Updates)_Journal/Proceedings.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 Report/Review/Updates)_Journal/Proceedings.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 shall 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 and a copy with changes tracked/marked.

Formatting Guidelines (Original Article):

1. Submitted manuscript shall 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, size 12. Manuscript should have page numbers starting from 1.
2. The manuscript shall be arranged as follows: title page, abstract, manuscript body, acknowledgement, references, tables and figures.
3. The following shall be the content of the specific sections of the manuscript:
a. Title Page: Complete title of the article, name of the authors (Last name, First name/s, Middle initial; should not include any post-nominal titles), affiliations of the authors (include only the current departmental or institutional affiliation of the author), Financial support (if applicable)
   - Note: 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)
b. Abstract: The abstract shall not be more than 250 words. The abstract shall contain the main objective, methodology, results and conclusion. Do not put any citations in the abstract.
c. Manuscript Body: The text shall have no more than 3000 words excluding the legends, tables and figure titles, table contents, acknowledgement and references. Metric units shall be used for all measurements. P values and other statistical measurements (if applicable) shall be expressed in 3 decimal places and shall 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 shall 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
   **Subheading 2** first letter is capitalized, bold, italicized
   **Subheading 3** first letter is capitalized
d. Acknowledgements: Acknowledgement section shall be brief and with permission obtained from those acknowledged.
e. References: Reference list and in-text citations shall follow the guidelines from the American Psychological Association (APA). A summary of the rules can be accessed in this link: https://owl.english.purdue.edu/owl/resource/560/01/
f. Tables: All tables must be placed after the references section. Tables shall be labeled consecutively in order of its citation in the manuscript. Table titles shall be placed at the top of the table. Table number shall be in bold while table description shall be in normal configuration. Texts for the table contents shall 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) shall be used for the footnotes. Tables shall not be saved as an image. As an example, a Table should appear as follows:

<table>
<thead>
<tr>
<th>Table 1. The table required for this sample</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Table Title</strong></td>
</tr>
<tr>
<td>Table 1,abc</td>
</tr>
<tr>
<td>Table 2</td>
</tr>
<tr>
<td>Table 3</td>
</tr>
</tbody>
</table>

  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
g. Figures, Images, Illustrations: All figures should be found after the tables section. Titles of the figures should be placed at the bottom. It should be brief and informative. Figure number shall be in bold while figure description shall be in normal configuration. Related or collage of figures should be labeled with A, B, C, etc. This should be described in the title of the figure. 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.

4. For more information on how to write original articles, you may access this link: http://abacus.bates.edu/~ganderso/biology/resources/writing/HTW_Guide_Sections_3-7-2011.pdf

Formatting Guidelines (Case Reports):

1. Submitted manuscript shall 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 is 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 shall contain, at the least, a title page, unstructured abstract, manuscript text, consent, acknowledgement and references.

4. The following content shall be the content of the report (if applicable):
   a. Title Page: Complete title of the article, name of the authors (Last name, First name/s, Middle initial; should not include any post-nominal titles), affiliations of the authors (include only the current departmental or institutional affiliation of the author), Financial support (if applicable)
      - Note: 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)
   b. Abstract: The abstract shall not be more than 250 words.
   c. Manuscript Text: The main text shall be approximately 800-1800 words only. Ideally, it shall 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. Acknowledgements: Acknowledgement section shall be brief and with a permission obtained from those acknowledged.
References: Reference list and in-text citations shall follow the guidelines from the American Psychological Association (APA). A summary of the rules can be accessed in this link: https://owl.english.purdue.edu/owl/resource/560/01/

5. Case reports shall 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.
6. For more information on how to write case reports, you may access this link: https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3879062/pdf/1752-1947-7-239.pdf

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

1. Submitted manuscript shall 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 of 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 and references.
3. Title Page: Complete title of the article, name of the authors (Last name, First name/s, Middle initial; should not include any post-nominal titles), affiliations of the authors (include only the current departmental or institutional affiliation of the author). Financial support (if applicable)
   - Note: 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)
4. The Abstract is unstructured and shall not be more than 250 words.
5. Review articles shall 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.
6. References: Reference list and in-text citations shall follow the guidelines from the American Psychological Association (APA). A summary of the rules can be accessed in this link: https://owl.english.purdue.edu/owl/resource/560/01/
7. The review article shall provide 3-5 takehome points for the readers
8. For more information on how to write review articles, you may access this link: https://www.academia.edu/30757379/How_to_Write_Review_Article