

Covering Letter

To,  
The Editor

**Sub:** Submission of Manuscript for publication

Dear Sir,

We intend to publish an article entitled “ [redacted] ” in your esteemed journal as a Review Article.

**Kommentar [WK1]:** Title of the manuscript

On behalf of all the contributors I will act and guarantor and will correspond with the journal from this point onward.

Prior [redacted] publication

**Kommentar [WK2]:** Give information about prior publication or presentation in a conference/seminar. If nil, state so

Support

**Kommentar [WK3]:** Give information about support in financial or other manner. If nil, state so

Conflicts of interest

Permissions

**Kommentar [WK4]:** State perceived or otherwise conflicts of interest. If nil, state so

We also agree to provide post-publication update on the [redacted] article.

**Kommentar [WK5]:** Give information about permission for reproducing pre-published information/material. If nil, state so

We have done sufficient work in the filed to justify authorship for this [redacted] article.

We hereby transfer, assign, or otherwise convey all copyright ownership, including any and all rights incidental thereto, exclusively to the journal, in the event that such work is published by the journal.

We would like to suggest following referees for the [redacted] article.

**Kommentar [WK6]:** The journal expects the contributors to give **post-publication updates** on the subject of review. The update should be brief, covering the advances in the field after the publication of article and should be sent as letter to editor, as and when major development occur in the field.

Thanking you,

Yours' sincerely,

**Kommentar [WK7]:** Only those who have done substantial work in a particular field can write a **review article**. A short summary of the work done by the contributor(s) in the field of review should accompany the manuscript.

Signature

**Corresponding contributor:** [redacted]

**Kommentar [WK8]:** Optional to provide names of two or three particularly qualified reviewers who have had experience in the subject of the submitted manuscript, but who are not affiliated with the same institutes as the contributor/s. Kindly include complete address as well as e-mail.

E-mail -

Encl : Contributor's form signed by all the [redacted] contributors

**Kommentar [WK9]:** Address of corresponding author

Checklist

**Kommentar [WK10]:** Will be required in hard copy on acceptance of articles submitted online.

**Contributors' form** (to be modified as applicable and one signed copy attached with the **manuscript**)

**Kommentar [WK11]:** If the article is submitted online, this form will have to be sent by post on acceptance of the article.

**Manuscript Title:**

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I/we certify that I/we have participated sufficiently in the intellectual content, conception and design of this work or the analysis and interpretation of the data (when applicable), as well as the writing of the manuscript, to take public responsibility for it and have agreed to have my/our name listed as a contributor. I/we believe the manuscript represents valid work. Each author confirms they meet the criteria for authorship as established by the ICMJE. Neither this manuscript nor one with substantially similar content under my/our authorship has been published or is being considered for publication elsewhere, except as described in the covering letter. I/we certify that all the data collected during the study is presented in this manuscript and no data from the study has been or will be published separately. I/we attest that, if requested by the editors, I/we will provide the data/information or will cooperate fully in obtaining and providing the data/information on which the manuscript is based, for examination by the editors or their assignees. Financial interests, direct or indirect, that exist or may be perceived to exist for individual contributors in connection with the content of this paper have been disclosed in the cover letter. Sources of outside support of the project are named in the cover letter.

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We give the rights to the corresponding author to make necessary changes as per the request of the journal, do the rest of the correspondence on our behalf and he/she will act as the guarantor for the manuscript on our behalf.

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All persons who have made substantial contributions to the work reported in the manuscript, but who are not contributors, are named in the Acknowledgment and have given me/us their written permission to be named. If I/we do not include an Acknowledgment that means I/we have not received substantial contributions from non-contributors and no contributor has been omitted.

	<b>Name</b>	<b>Signature</b>	<b>Date signed</b>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____

**(Additional signatures may be added provided the authors meet the ICMJE criteria stated above)**

Checklist (to be tick marked, as applicable)

## Manuscript Title

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### Covering letter

- Signed by all contributors
- Previous publication / presentations mentioned
- Source of funding mentioned
- Conflicts of interest disclosed

### Authors

- Middle name initials provided
- Author for correspondence, with e-mail address provided
- Number of contributors restricted as per the instructions
- Identity not revealed in paper except title page (e.g. name of the institute in material and methods, citing previous study as 'our study', names on figure labels, name of institute in photographs, etc.)

### Presentation and format

- Double spacing
- Margins 2.5 cm from all four sides
- Title page contains all the desired information (vide supra)
- Running title provided (not more than 50 characters)
- Abstract page contains the full title of the manuscript
- Abstract provided (not more than 150 words for case reports and 250 words for original articles)
- Structured abstract provided for an original article
- Key words provided (three or more)
- Introduction of 75-100 words
- Headings in title case (not ALL CAPITALS, not underlined)
- References cited in superscript in the text without brackets
- References according to the journal's instructions.

### Language and grammar

- Uniformly British English
- Abbreviations spelt out in full for the first time
- Numerals from 1 to 10 spelt out
- Numerals at the beginning of the sentence spelt out

### Tables and figures

- No repetition of data in tables/graphs and in text
- Actual numbers from which graphs drawn, provided
- Figures necessary and of good quality (colour)
- Table and figure numbers in Arabic letters (not Roman)
- Labels pasted on back of the photographs (no names written)
- Figure legends provided (not more than 40 words)
- Patients' privacy maintained (if not, written permission enclosed)
- Credit note for borrowed figures/tables provided

**Manuscript provided on a floppy with single spacing**

## Title Page

Type of article: Review Article

Title of the article:

Running title:

**Kommentar [WK12]:** Not more than 50 characters

Contributors

**Kommentar [WK13]:** (Last name, First name and initials of middle name), with highest academic degree and institutional affiliation

1.

2.

3.

4.

Department(s) and institution(s)

Corresponding Author:

**Kommentar [WK14]:** Name, Address, Phone numbers, Facsimile numbers, E-mail address

Total number of pages:

Total number of photographs:

**Kommentar [WK15]:** The photographs will have to be sent as prints on acceptance of the article (if the article is submitted online)

Word counts

for abstract:

**Kommentar [WK16]:** Should be approximately 250 words

for the text:

**Kommentar [WK17]:** Restrict to about 4000 words excluding the references and abstract

Source(s) of support:

Presentation at a meeting:

Organisation

Place

Date

Conflicting Interest (If present, give more details):

Contribution **Details** (to be ticked marked as applicable):

	Contributor 1	Contributor 2	Contributor 3	Contributor 4
Concepts				
Design				
Definition of intellectual content				
Literature search				
Clinical studies				
Experimental studies				
Data acquisition				
Data analysis				
Statistical analysis				
Manuscript preparation				
Manuscript editing				
Manuscript review				
Guarantor				

Summary of work done by the **contributors**

**Kommentar [WK18]:** Authorship credit should be based only on 1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Conditions 1, 2, and 3 must all be met. Acquisition of funding, the collection of data, or general supervision of the research group, by themselves, do not justify authorship.

**Kommentar [WK19]:** Only those who have done substantial work in a particular field can write a **review article**. A short summary of the work done by the contributor(s) in the field of review should accompany the manuscript.

## Abstract Page

Title of the article:

Abstract:

**Kommentar [WK20]:** Authors submitting review manuscripts should include a section describing the methods used for locating, selecting, extracting, and synthesising data. These methods should also be summarised in the abstract.

Key-words:

Key Messages (Provide appropriate messages of about 35-50 words to be printed in centre box):

Text

Introduction:

**Kommentar [WK21]:** Authors submitting review manuscripts should include a section describing the methods used for locating, selecting, extracting, and synthesising data. These methods should also be summarised in the abstract.







References:

**Kommentar [WK22]:** Follow the punctuation marks carefully. Do not include unnecessary bibliographic elements such as issue number, month of publication, etc. Include names of six authors followed by et al if there are more than six authors.

Acknowledgement:

