HOW TO PREPARE MANUSCRIPT FOR PUBLICATION IN THE SCIENTIFIC JOURNAL?

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After completion of any research project either it is basic or applied, the next precious, delicate and important job is to publish it in good scientific journal. Publication of any work in scientific journal is useful for researcher in many dimensions. Another benefit of publication of work is that, it is helpful to new researchers and students. Good researcher should be good author also. Framing your work, making it concise without losing highlights and preparing the manuscript is not an easy task at all. Here is sincere attempt to elaborate about preparation of Manuscript. Information is collected from many International and National Journals and summarized here for convenience of new authors.

1. SELECTION OF JOURNAL

After completion of project and prior to prepare Manuscript, first of all search for the proper journal to publish your Manuscript. On google search engine you may search for number of National and International Journal publications in different fields, e.g. Ayurveda, Medical, Dental, Management, Agriculture etc. Check out About Us menu of the selected website to get general account of that journal. Finalize any of the available journals to publish your work.

2. AUTHOR GUIDELINES / INSTRUCTION TO AUTHORS

Look for ‘Author Guidelines’ or ‘Instructions to Authors’ on selected website. You will find all guidelines and framework of the Manuscripts. Mind it these guidelines are for that specific journal only. Author Guidelines / Instructions to Authors may minutely vary journal to journal. Hence it is mandatory to check out Author Guidelines / Instructions to Authors of that specific journal where you want to publish. You will get detailed idea about font, font size, line spacing, margins, heads under manuscript, types of manuscripts accepted by journal, references etc. Using all these guidelines Manuscript should be prepared to avoid queries or delay in publication. Preparing the Manuscript first and making changes as per journal’s guidelines is time consuming task as per my opinion.

3. TYPES OF THE MANUSCRIPT

Manuscript is generally called as Scientific Article. Type of manuscript depends upon type of research project. Common types of manuscripts are Original Research Paper (Research Article), Review Article, Case Study, Case Series, Short Communication, Short Review, Book/Product Review, Letter to Editor and Editorial Article. Original Research Paper is the article prepared for Clinical Study, Observational Study or Experimental Study. Review Article is for Literary Study and to explore the existing concept in various dimensions. Case study and Case series are the articles explaining clinical cases. Editorial Article is either written by any of Editor of journal or invited from expert person. For further details about types of manuscript anyone can search on Google search engine.

4. STRUCTURE OF THE MANUSCRIPT

Manuscript is the scientific writing and hence should be written in legible English, without any grammatical mistakes and exploring all scientific concepts properly. Hence it is always said that, “Good Researcher should be a good Author also.” For contents and other details of Manuscript first refer ‘Author Guidelines’ or ‘Instructions to Authors’ of selected journal. Generally, manuscript should contain following heads – Abstract, Keywords, Introduction, Materials and Methods (or Methods), Observations and Results (or Results), Discussion (or Results and Discussion), Conclusion, Acknowledgement, References and Illustrations (Tables & Figures). Guidelines about article vary journal to journal. Here basic guidelines are provided for new authors about scientific

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writing.

4.1. General instructions

Article should be prepared only in Microsoft office word 2007 or higher version. Total file size of article including tables and figures should not exceed more than 3 MB. Total number of authors may be less than six or more than six. Preparation of the manuscript should be in A4 size page with margins at least 1 cm on all sides, Times New Roman font using a font size of 12. The Title shall be in a font size 14, bold face capitals, single-spaced. All section titles in the manuscript shall be in font size 12, bold face capitals. Subsection titles in each section shall be in font size 12, bold face lower case. Standard International Units could be used throughout the text. Please do not put any hyperlinks and footnotes. Ethical clearance letter is must for Original Research article.

4.2. Format of Article

Divide your article into clearly defined and numbered sections, viz. 1, 2, 3 etc. Don’t include the abstract in section numbering. E.g. 1. Introduction, 2. Aims and Objectives etc. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, 1.1.3 … etc), 1.2 (then 1.2.1, 1.2.2, 1.2.3 … etc) and so on. Each section and subsection should have brief heading on separate line. Use this numbering also for internal cross-referencing: do not just refer to ‘the text’. Each heading should appear on its own separate line.

4.3. Title and Title page

4.3.1. Title

Title should be concise and informative. Do not use abbreviations and formulae. Standard abbreviations may be used. Number all pages sequentially beginning with the title page.

4.3.2. Author names and affiliations

Clearly indicate the Names and Family names (surname) of each author. Write the authors' affiliation (work) addresses. Indicate all affiliations with a superscript number immediately after the author’s name and in front of the appropriate address. Provide the full postal address including the country name and, the e-mail address and contact number of each author.

4.3.3. Corresponding Author

Clearly indicate corresponding author for communication during publication, also post-publication. This responsibility includes answering any future queries about Methodology and Materials. Ensure that the email address and contact details are kept up to date along with present and/or permanent address.

4.3.4. Page limit

Page limit of article also vary as per type of article and it also depend upon the journal you selected to publish your work. Authors are requested to check out first the expected page limit of the article on selected journal website. Pages should not exceed 8 to 10 for Review Article and 10 to 12 for Research Article as per my opinion.

5. CONTENTS OF THE MANUSCRIPT

5.1. Abstract

As a summary should be clear and factual in content. Abstract must present the purpose of the study, the main findings and principal conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. Only approved abbreviations should be used. References should be avoided in Abstract. Limit is 150 to 250 words.

5.2. Key words

Immediately after the abstract provide keywords. Key words are most important subjects; 3 to 6 key words should be provided. These keywords are being used for indexing purposes.

5.3. Introduction

State the objectives of the work. A concise and explaining background of the topic. Its relations to earlier research if any should be mentioned. Do not review the subject extensively in the introduction.

5.4. Materials and Methods / Methods

Scientific view of article should be clarified here. It should include short details on the methodology adopted. Method of Analysis should be mentioned. It should contain following heads which may vary as
per your study design - Materials (Literary, Instruments, Drugs, Software, Patients/Animals etc.), Study design, Sample size if any, Inclusion-Exclusion criteria, Drug administration details, Pharmaceutical analysis plan, Subjective / Objective parameters, Gradations of symptoms, Statistical analysis plan etc. Write scientific names of plants in the bracket after its name if applicable. Experiments on human subjects are to be done in accordance with the Indian Council of Medical Research (ICMR) protocol or approved by an Institutional Ethical Committee. If quoting directly from a previously published method, use quotation marks and also cite the source. Any modifications to existing methods should also be described. For the care and use of laboratory animals, the Ministry of Social Justice & Empowerment, Government of India and OECD notified guidelines should be strictly followed. Use System International (SI) Measurements.

5.5. Observations and Results / Results

Results should be clear and concise. The original and main findings should be mentioned in a logical sequence. Statistical analysis with ‘test value’ and ‘p value’ and its interpretation should be written. Add the interpretation with figures or tables where necessary, but both must be kept to the minimum. Result must be precise and comprehensive and should not suffer from vagueness.

5.6. Discussion

A combined Results and Discussion section is also appropriate and acceptable. Discussion is a critical review of the results of the study with the support of relevant literature. Background literature should be discussed here to support your findings and interpretations. This should explore the significance of the results of the work, not repeat them. The principal conclusions drawn from the results and their important implications should be discussed. Use generic names of drugs only unless the specific trade name of a drug used.

5.7. Conclusions

The main conclusions of the study may be presented in a short Conclusions section. Don’t write too many conclusions.

5.8. Acknowledgement

A separate section of acknowledgements should be made at the end of the article before the references. Any other person or institute involved to help in project may be acknowledged. Sources of support in the form of grants, equipment, drugs as gift samples may be included. For botanical verification authors must state clearly the name and address of the expert. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

5.9. References

References should be in Vancouver style (ICMJE). This is unique style for citations accepted internationally. Every journal provides its reference style at the end of ‘Author Guidelines’ or ‘Instructions to Authors’. Online reference generators are also available at few places. Reference may be of following types – Website/Homepage, Journal article, Book/Monograph, Book by editors, Chapter in Book, Ayurveda Classics, Regional language book etc. A DOI can be used to cite and link to electronic articles. Ease to discover and quality peer review are ensured by online links.

5.10. Tables and Figures

Few journals ask to place Tables and Figures merged in text while few journals ask to place Tables and Figures at the end after references. Tables and Figures should be placed at the end of article after references as per my opinion. Don’t provide both table and figure to illustrate same thing, provide either of them.

5.10.1. Tables

Each table should be typed on separate sheet of paper. Only MS word table format should be used for preparing tables. Number tables consecutively in accordance with their appearance in the text. Add a caption (a brief title) below table only (Lower face bold). Units of measurement should be abbreviated and placed below the column headings. Please avoid using vertical rules and shading in table cells.

5.10.2. Figures

Each figure should be pasted on separate sheet of paper. Figures should be only in JPEG format.
Graphs and bar graphs should be prepared using Microsoft Excel and submitted as Excel graph pasted in MS Office Word. Number figures consecutively in accordance with their appearance in the text. Add a caption (a brief title) below table only (Lower face bold). Please avoid using vertical rules and shading in table cells. Avoid other electronic or sketch diagrams.

6. SUBMISSION CHECKLIST

Once your manuscript is complete always keep habit to make submission check-list. Overview the check-list prior submitting your article to avoid possible delay, queries or rejection of your article. Model submission checklist is given below. Your checklist may differ.

Authors:

- One author should be as the corresponding author.
- E-mail address of corresponding author.
- Contact number of corresponding author.
- Full postal address of corresponding author.

- Information of all authors explained in point number 2 to 4.

Contents in Manuscript:

- Manuscript is as per Journal style.
- Total pages are as per norms.
- Keywords are included.
- Tables and Figures are at the end of Manuscript.
- Tables and Figures are having captions at the bottom.
- Grammar and spellings are checked.

References:

- References mentioned in the Reference List are cited in the text and vice versa.
- References are as per Vancouver Style.

Miscellaneous checklist:

- Copyright notice form is attached.
- Ethical clearance letter (if applicable) is attached.
- Declaration letter for Source of support and Conflict of Interest (if applicable) is Attached.

Cite this article as: