**Page Layout**

* Page size – A4: 21 cm x 29.7 cm (8.27" x 11.69");
* The margins set:
	+ Top = 0.75" (1.905 cm)
	+ Bottom = 1.18" (2.9972 cm)
	+ Left = Right = 0.51" (1.2954 cm)
* The body content of the manuscript must be in **two column** formats with column size 3.5” and 0.25” spacing.

**Title and authors**

*The title should be unambiguous, understandable to specialists in other fields, and reflect the content of the article. Be specific, not general or vague (O’Connor 1991). If relevant, mention in the title the study period and location, the international scientific name of the studied organism, or the experimental design (e.g., case study or randomized controlled trial). If your study included human subjects of one sex, it should be stated in the title. Information given in the title does not need to be repeated in the abstract (as they are always published jointly), although overlap is unavoidable.*

* All title and author details must be in single-column format and must be centered;
* Every word in a title must be capitalized except for short minor words such as “a”, “an”, “and”, “as”, “at”, “by”, “for”, “from”, “if”, “in”, “into”, “on”, “or”, “of”, “the”, “to”, “with”;
* The title must be in 24 pt Regular font;
* The author's name must be in 14 pt Regular font. Author affiliation must be in 10 pt Regular font and must not show any professional title (e.g., Head of Department), any academic title (e.g., Dr. or M.D., Ph.D.) or any membership of any professional organization (e.g., Secretary General of GEOCIM). Email address is compulsory for all authors. The email address must be in 10 pt Regular font.

**Abstract**

*The abstract briefly explains why you conducted the study (BACKGROUND), what question(s) you aimed to answer (OBJECTIVES), how you performed the study (METHODS), what you found (RESULTS: major data, relationships), and your interpretation and main consequences of your findings (CONCLUSIONS).*

*The abstract must reflect the content of the article, as for most readers, it will be the major source of information about your study. You must use keywords within the abstract, to facilitate online searching for your article by those who may be interested in your results (many databases include only titles and abstracts). In a research report, the abstract should be informative, including actual results. (See Appendix: Abstracts about structured abstracts.) Only in reviews and other wide-scope articles, should the abstract be indicative, i.e., listing the major topics discussed but not giving outcomes. Do not refer in the abstract to tables or figures, as abstracts are also published separately. References to the literature are also not allowed unless they are necessary (but then you need to provide detailed information in brackets: author, title, year, etc.). Make sure that all the information given in the abstract also appears in the main body of the article.*

* The abstract must be in single-column format and 9 pt Regular font, with the following components:
	+ BACKGROUND: the point of the research – why should we care about the study? This is usually a statement of the BIG problem that the research helps to solve and the strategy for helping to solve it. It prepares the reader to understand the specific research question.
	+ OBJECTIVES: the specific research question – the basis of credible science. To be clear, complete, and concise, research questions are stated in terms of relationships between the variables that were investigated. Such specific research questions tie the story together – they focus on credible science.
	+ METHODS: a precise description of the methods used to collect data and determine the relationships between the variables.
	+ RESULTS: the major findings – not only data, but the RELATIONSHIPS found that lead to the answer. Results should generally be reported in the past tense but the authors’ interpretation of the factual findings is in the present tense – it reports the authors’ belief of how the world IS. Of course, in a pilot study such as the following example, the authors cannot yet present definitive answers, which they indicate by using the words “suggest” and “may”.
	+ CONCLUSIONS: the consequences of the answers – the value of the work. This element relates directly back to the big problem: how the study helps to solve the problem, and it also points to the next step in research.
	+ KEYWORDS - keywords or phrases in alphabetical order; separated by semicolon.

**Body content**

* The body content of the manuscript must be in two-column formats with column size 3.5” (8.89 cm) and 0.25” (0.635 cm) spacing and 10 pt Regular font.
* The components of the body content depend on the type of the manuscript.
	+ For the **Original Article:**
		- ABSTRACT - must be in single-column format and 9 pt Regular font.
		- BACKGROUND/ INTRODUCTION: explain why the study was needed and specify your research objectives or the question(s) you aimed to answer. Start from more general issues and gradually focus on your research question(s). If possible, formulate the hypothesis you tested.
		- METHODS: describe in detail how the study was carried out (e.g., study area, data collection, criteria, the origin of analyzed material, sample size, number of measurements, age and sex of participants or tissue/cell donors, equipment, data analysis, statistical tests, and software used). All factors that could have affected the results need to be considered. Sources of experimental materials obtained from biobanks should be mentioned with full names and identifiers, if available (Bravo et al 2015). If you cite a method described in a non-English or inaccessible publication, explain it in detail in your manuscript. Make sure that you comply with the ethical standards (e.g., WMA 2013) in respect of patient rights, animal testing, environmental protection, etc.;
		- RESULTS: present the new results of your study (usually published data should not be included in this section). All tables and figures must be mentioned in the main body of the article and numbered in the order in which they appear in the text. Make sure that the statistical analysis is appropriate (eg Habibzadeh 2013). Data on humans, animals, or any material originating from humans or animals, should be disaggregated by sex. Do not fabricate or distort any data, and do not exclude any important data; similarly, do not manipulate images to make a false impression on readers. Such data manipulations may constitute scientific fraud;
		- DISCUSSION (with conclusions): this section is not the place to present new results, including statistical results. Answer your research questions (stated at the end of the Introduction) and compare your main results with published data, as objectively as possible. Discuss their limitations and highlight your main findings. If your study included subjects of one sex, discuss the implications and potential to generalize your findings for both sexes. Consider any findings that run contrary to your point of view. To support your position, use only methodologically sound evidence (Roig 2015). At the end of the Discussion or in a separate section, emphasize your major conclusions and the practical significance of your study.
		- AUTHOR AFFILIATION: A "byline" or "affiliation" is an acknowledgment of the organization that has supported you to conduct your research, and should be recorded on the published version of your output.
		- SUPPLEMENTARY MATERIALS: Supplementary material is relevant material that is additional to the main article. It can be anything from tables to presentations, to video and audio files. These supplementary materials add another dimension to your article, and help with increasing its online reach and broadening the scope of its impact within your discipline. Research shows that articles with supplementary material are downloaded and cited more often than those without. By including data and supporting materials to your article, researchers can access your work more easily. Funders are also able to identify clear links to data, making sure you meet your certain funding requirements. There are several types of supplementary materials:
			* **Infographics** - You can summarize your findings and attract readers to your article by including an infographic, alongside your article;
			* **Tables and charts** - Include the full range of data and statistics from your research without over-cluttering your article;
			* **Video** - Engage your audience and deliver the main points of your article across to your audience with multimedia;
			* **Audio** - Consider adding relevant audio files to enhance your readers’ understanding and engagement with your research.
		- ACKNOWLEDGMENTS: mention all people who contributed substantially to the study but cannot be regarded as co-authors, and acknowledge all sources of funding. The recommended form is: “This work; was supported by the Medical Research Council [grant number xxxx]”. If no specific funding was provided, use the following sentence: “This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.” (RIN 2008). If relevant, disclose to the editors any other conflicts of interest, e.g., financial or personal links with the manufacturer or with an organization that has an interest in the submitted manuscript (Goozner et al 2009). If you reproduce previously published materials (e.g., figures), ask the copyright owners for permission and mention them in the captions or acknowledgments. If you were helped by a language professional (e.g., author’s editor or translator), a statistician, data collector, etc., you should acknowledge their assistance for the sake of transparency (ICMJE 2017, Battisti et al 2015). It must be clear that they are not responsible for the final version of the article. You need to ensure you have the consent of all the people named in this section.
		- REFERENCES: make sure that you have provided sources for all information extracted from other publications. In the list of references, include all data necessary to find them in a library or on the Internet. For non-English publications, give the original title (transliterated according to English rules if necessary), wherever possible followed by its translation into English in square brackets (CSE 2014). Avoid citing inaccessible, coercive, and irrelevant references. Wherever appropriate, cite primary research articles instead of reviews (DORA 2013). Do not include unpublished data in the list of references – if you must mention them, describe their source in the main body of the article, and obtain permission from the producer of the data to cite them.
	+ For the **Clinical Cases:**
		- ABSTRACT;
		- INTRODUCTION;
		- CASE;
		- DISCUSSION;
		- CONCLUSION;
		- NOTES ON PATIENT CONSENT;
		- AUTHOR AFFILIATION;
		- SUPPLEMENTARY MATERIALS;
		- ACKNOWLEDGMENT;
		- REFERENCES.
	+ For the **Clinical Practice** **Review Article:**
		- ABSTRACT;
		- INTRODUCTION;
		- REVIEW;
		- CONCLUSIONS;
		- AUTHOR AFFILIATION;
		- SUPPLEMENTARY MATERIALS;
		- ACKNOWLEDGMENT;
		- REFERENCES.
	+ For the **Commentary** (e.g., editorial commentary)
		- Commentary Text;
		- AUTHOR AFFILIATION;
		- SUPPLEMENTARY MATERIALS;
		- ACKNOWLEDGMENT;
		- REFERENCES.

**Figures and Tables**

* Place figure captions above the figures in 8pt regular font. If the figure has two parts, include the labels “(A)” and “(B)” as part of the artwork.
* Use the abbreviation “Fig.” even at the beginning of a sentence.

FIGURE 1. Example of the figure caption

* Place table titles above the tables in 8pt regular font;
* Please verify that the figure and table you mention in the text exist;
* If the size of the Figure or Table is more than the column size, the same may be adjusted in the single-column format without disturbing the rest of the content.

TABLE 1. Example of table styles

|  |  |
| --- | --- |
|  | **Table Column Head** |
|  | **Subhead** | **Subhead** | **Subhead** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**Other recommendations**

* Use a zero before decimal points: “0.25,” not “.25.”;
* Use “cm3,” not “cc.”;
* Indicate sample dimensions as “0.1 cm x 0.2 cm,” not “0.1 x 0.2 cm2.”
* Do not mix complete spellings and abbreviations of units: use “kg/m2” or “kilograms per square meter,” not “kilograms/m2.”
* When expressing a range of values, write “2 to 7” or “2-7,” not “2~7.”
* Periods and commas must be within quotation marks, like “this period.” Other punctuation must be “outside”!
* Avoid contractions; for example, write “do not” instead of “don’t.”
* The serial comma is preferred: “A, B, and C” instead of “A, B and C.”

**References**

* Use 8 pt Times New roman font;
* Do not use “et al.” In references;
* Typical citation styles in Medicine are: **The American Medical Association** (AMA), **The National Library of Medicine** (NLM), and **Vancouver**;
* AMA style is strongly encouraged;
* **The American Medical Association (AMA)**
	+ **AMA in-text citation**
		- Example: As suggested by Nandita,1 carpal tunnel syndrome can also result from …
	+ **AMA book citation format**: Author last name Initials. Book Title: Subtitle. Publisher; Year.
		- Example: Conrad P, Gallagher EB. Health and Health Care in Developing Countries: Sociological Perspectives. Temple University Press; 1993.
	+ **AMA journal citation format:** Author last name Initials. Article title. Journal Name. Year;Volume(Issue):Page range. DOI or URL.
		- Example: Shim P, Choi D, Park Y. Association of blood fatty acid composition and dietary pattern with the risk of non-alcoholic fatty liver disease in patients who underwent cholecystectomy. Ann Nutr Metab. 2017;70(4):303–311. doi:10.1159/000475605.
	+ **AMA website citation format:** Author last name Initials. Page title. Website Name. Published Month Day, Year. Accessed Month Day, Year. URL.
		- Example: Murphy B. 5 tips to survive first-year anatomy lessons in medical school. American Medical Association. Published August 24, 2022. Accessed September 2, 2022. <https://www.ama-assn.org/medical-students/medical-school-life/5-tips-survive-first-year-anatomy-lessons-medical-school>.
* **The National Library of Medicine (NLM)** citation style is defined in Citing Medicine: The NLM Style Guide for Authors, Editors, and Publishers (2nd edition).
	+ 1. Hage J, Valadez JJ. Institutionalizing and sustaining social change in health systems: the case of Uganda. Health Policy Plan. 2017 Nov;32(9):1248–55. doi:10.1093/heapol/czx066.
* **Vancouver style** is also used in various medical disciplines. As with Harvard style, a lot of institutions and publications have their versions of Vancouver—it doesn’t have one fixed style guide.
	+ **Vancouver in-text citation**
		- Parentheses numbering: Levitt (2) argues that … or
		- Superscript numbering: Levitt2 argues that …
		- The numbers usually appear after the name of the author or after a direct quote. They may also appear at the end of the sentence: This phenomenon is increasingly relevant to the discipline (3).
		- You will often need to mention the author when referring to a work or introducing a quote. Only use the author’s last name in your text. If a source has multiple authors, name only the first author followed by ‘et al.’: Davies et al. (1) argue that …
		- It’s not always necessary to mention the author’s name in your text – but always include the reference number when you refer to a source: Another study (13) explores the concept of …
		- Sources are numbered based on the order in which they are cited in the text: the first source you cite is 1, the second 2, and so on. If the same source is cited again, use the same number to refer to it throughout your paper. This means that the numbers might not appear in consecutive order in your text: Collins et al. (1) argue that this technique is highly effective. However, another study (2) conducted on the technique has raised doubts about the replicability of these results. Collins et al.’s conclusion that the technique is ready for ‘large-scale application’ (1, p. 15) in medical practice should therefore not be accepted without further investigation.
		- You can also cite multiple sources in the same place: Several studies (8, 12) indicate a similar effect.
		- To cite several sources that appear consecutively in your numbered list, you can use an end dash to mark the range: There is a large body of research (1, 4–7) exploring this phenomenon.
	+ **Book**
		- Format: x. Author(s). Title. Edition. Place of publication: Publisher; Year.
		- Example: 1. Wilkinson IB, Raine T, Wiles K, Goodhart A, Hall C, O’Neill H. Oxford handbook of clinical medicine. 10th ed. Oxford: Oxford University Press; 2017.
	+ **Book chapter:**
		- Format: x. Author(s). Title of chapter. In: Editor(s), editors. Title of book. Place of publication: Publisher; Year. Page range.
		- Example: 2. Darden L. Mechanisms and models. In: Hull DL, Ruse M, editors. The Cambridge companion to the philosophy of biology. Cambridge: Cambridge University Press; 2008. p. 139–159.
	+ **Journal Article:**
		- Format: x. Author(s). Article title. Journal Name (abbreviated). Year Month Day; Volume(Issue):page range. Available from: URL DOI
		- Example: 3. Bute M. A backstage sociologist: Autoethnography and a populist vision. Am Soc. 2016 Mar 23; 47(4):499–515. Available from: https://link.springer.com/article/10.1007/s12108-016-9307-z doi:10.1007/s12108-016-9307-z
	+ **Website:**
		- Format: x. Author(s). Title [Internet]. Year [cited Date]. Available from: URL
		- Example: 4. Cancer Research UK. Current research into breast cancer [Internet]. 2020 [cited 2020 Feb 14]. Available from: https://www.cancerresearchuk.org/our-research/our-research-by-cancer-type/our-research-into-breast-cancer/current-breast-cancer-research