

Guidelines For Authors

Fazaia Journal of Health Sciences (FJHS) accepts manuscript prepared in accordance to ICMJE (<https://www.icmje.org/icmje-recommendations.pdf>), WAME (<https://wame.org/policies>) and COPE (<https://publicationethics.org/guidance>) guidelines.

Mandatory Documents

1. Cover letter – It should contain following information:
 - Title of manuscript
 - Authors details - a list of authors with their contact details, designation, department and institution. The sequence of the names of authors must be identified at the time of submission along with the contribution of each author in the manuscript according to ICMJE criteria as stated in ICMJE recommendations (<http://www.icmje.org/icmje-recommendations.pdf>).
 - Declaration of originality of work.
 - Manuscript submitted to FJHS must not be simultaneously submitted to or published by any other journal.
 - Disclosure of financial support (if any).
 - Statement of conflict of interest.
 - It should be signed by the corresponding author.
2. Institutional Review Board / Biomedical Ethical Committee / Ethical Review Committee approval.

General Instructions for Manuscript Submission

1. All manuscripts should be uploaded as MS Word document. The manuscript should be typed in Times New Roman font size 12 with double spacing as a single column.
2. Components of manuscript should be in the following sequence: title of the manuscript, abstract, key words, text (IMRAD), conclusion, references, tables and figures (complete with title, footnotes and legends for illustrations and photographs). All tables, figures and illustrations should be placed at the end of the manuscript. Sub-headings should not be used in any section of the script except in the abstract.
3. Acknowledgements if any should be mentioned at the end of the manuscript.
4. Manuscripts with similarity index of **more than 19%** are not proceeded further unless rectified.

5. **Fazaia Journal of Health Sciences** is the owner of all copyrights to any work published by the journal. Authors transfer the copyright and grant the journal right of first publication.
6. Corresponding author will remain involved throughout the review process and final proof-reading of the manuscript.

Manuscript Categories

1. Original Article

A manuscript will be considered in the original article category if it is an experimental or observational study. All clinical trials submitted for publication must be registered in a registry and registration proof should be provided.

The original paper should be of about 2000-2500 words excluding abstract and references. It should contain a structured abstract of about 250 words. Three to ten keywords should be given for an original article as per MeSH (Medical Subject Headings). There should be no more than five tables or figures / illustrations. The data should be supported with up to 25 references, local as well as international. More than 50% of the references should be from last five years from the date of submission.

Each manuscript should include:

- a) Title page
 - Title of the manuscript
 - Keywords 3–10 (Medical Subject Headings – MeSH) in alphabetical order
- b) Structured Abstract (up to 250 words)
 - Objective
 - Methodology
 - Results
 - Conclusion
- c) Manuscript Text (IMRAD)
 - Introduction: This section must include problem statement, study gaps, international, regional and local statistics. The last paragraph of this section should clearly mention the objectives and rationale for conducting the study.
 - Methodology: This section must include appropriate study design, settings, duration, well defined inclusion & exclusion criteria, ethical considerations, complete data collection procedure, sample size, sampling technique, study

protocol and details of data analysis. Authors must state about the consent of the patient/ guardian if applicable. Detail of intervention (if any) should be part of this section. There should not be any sub-heading in this section.

- Results: This section will include detail about demographic variables, study outcomes, and statistical significance. This information can also be presented through table/figure or illustrations. The contents of the tables / figures should not be repeated in the text. Instead, a reference to the table / figure number may be given. Extra or supplementary materials and technical details can be placed in an appendix where it is accessible.
 - Discussion: This section must include critical comparison of study findings with existing local and international literature. Interpretation of data should not be repeated what is already written in result part. Limitations of the study must be described and future recommendations should be mentioned.
- d) Conclusion: must be relevant to the outcome of the study.
- e) Acknowledgements (if any): All contributors who do not meet the ICMJE criteria for authorship should be covered in the acknowledgement section.
- f) References: Up to 25 references are allowed with at least 50% references from the last five years. The final bibliography should be in the order in which they are quoted in the text and written in Vancouver Style (<https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/Vancouver-guide.pdf>). References appearing in a table or figure should be numbered sequentially with those in text. DOI link of references may also be cited.
- g) Tables and Figures
- Up to five figures / tables / illustrations are allowed (each should have complete legends and footnotes). All abbreviations in tables should be explained properly. Tables and figures should be placed at the end and not supplied separately. All tables should be numbered with Roman numerals (I, II, III,..). Headings should be placed above tables, left justified. All figures should be numbered with Arabic numerals (1, 2, 3...). Headings should be placed below figures, left justified. Illustrations should be sent in the Digital format (JPEG/TIFF) without patient's identification.

2. Systematic Review and Meta Analysis

The length of the review article or meta analysis should be of 2500 to 3000 words. It should have non-structured abstract of 150 words with minimum of 3 key words. Provide the registration number if the protocol of Systematic Review was prospectively registered with PROSPERO or any other international database.

3. Short Communications

Length should be of about 1000 - 1200 words, having a non-structured abstract of about 150 words with two tables or illustrations and not more than 6 references.

4. Editorial

Each editorial is either written by one member of the editorial board or published as invited manuscript from guest authors. The editorial is scientific review on one or two of the current topics pertaining to medical sciences. Editorials are written upon invitation only. It should contain up to 400 words with up to 5 references and be signed by all the authors-maximum of 3 are allowed.

5. Case Report

Short report of single case, clinical experience, drug trial or adverse effects may be submitted. The word count should not exceed 1000 words with up to 10 references and it may contain one table or figure. All case reports require an approval from the head of the department with a statement of attaining informed consent from the participant. The face should be partially obscured if photograph is attached.

6. Case Series

A group or series of cases involving patients who were given similar intervention / treatment. It may contain up to 1000 words, 10 references and one table or figure. All case series require an approval from the head of the department with a statement of attaining informed consent from the participant. The face should be partially obscured if photograph is attached.

Review Process

All manuscript will undergo initial assessment and peer review. Corresponding author will remain involved throughout the review process and final proofreading of the manuscript.

1. Initial Assessment

Every submitted paper will be evaluated initially for mandatory documents, formatting in accordance to journal's guideline, authentication of the references and similarity index to rule out plagiarism. If satisfied, the selected papers will be sent to two external reviewers.

2. Peer Review

After the initial assessment, the selected manuscripts will be subjected to peer review by two external peer reviewers belonging to the relevant subject specialty as identified by the Editor. The journal follows a double blind peer-review procedure. An average of two weeks time will be given to reviewers for reviewing the manuscript. In case of conflict or disputed articles, the matter will be discussed with the Chief Editor and finally sent to a third reviewer as nominated by him / her. The comments / suggestions of the reviewers will be communicated to the corresponding author through email for corrections / amendments. The final decision of acceptance / rejection will be taken by the Editor.

Procedure for Submission

All the communication for manuscript submission and review will be proceeded through following email:

FJHS@fmc.au.edu.pk