

Instructions to Authors

The Caspian Journal of Internal medicine, CJIM, is a peerreviewed internal medicine publication, scheduled to appear quarterly as a means for scientific information exchange in international medical societies. The journal specifically welcomes contributions relevant to the Eastern and other countries in the world and publishes biomedical experiences and clinical investigations on basic sciences and clinical medicine. Manuscripts should be prepared in the Vancouver Style (see e.g. Br Med J 1979; 1: 532-35) and they should not normally exceed 3000 words but review articles may be twice this length.

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Material submitted to *CJIM* must be original and not published or submitted for publication elsewhere. Copies of any related *in press* publications should accompany manuscripts submitted to *CJIM*.

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Authors are **required** to submit the following manuscript information online using Online Manuscripts.

- corresponding author's contact information (a valid e-mail address is required)
- manuscript title
- abstract
- cover letter
- suggested reviewers/reviewers not to use
- keywords
- acknowledgments

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Acknowledgments

All others who contributed to the work should be listed under Acknowledgments. This includes people who provided purely technical help, writing assistance, or general support.

All financial support should be clearly acknowledged in the manuscript, as well as any details regarding the role of the funding organization in the creation of the manuscript.

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Manuscript Format

Manuscripts should be written correctly in case of grammar, punctuation, and style. Text must be submitted in Word (.doc) format. Do not embed tables or figures. Please include the title page, abstract, main body, references, acknowledgments, and figure legends in a single file.

Title Page

This should include:

- A brief, specific title
- All authors listed by first name, last name, and their other information, including academic degrees, titles, affiliations, and current addresses
- The corresponding author's name and contact information (address, email, fax, tel.)
- The total number of text pages (including title page, references, and figure legends), tables, and illustrations
- Acknowledgment of all sources of financial support

Abstract Page

The summary should be no more than 250 words and consist of four sections labeled Background, Methods, Results and Conclusions. They should briefly describe the problem being addressed in the study, how the study was performed, the salient results and what conclusions can be made from the results. Three to eight keywords should be added to the end of the Summary. Please use *Index Medicus* subject headings (<http://www.nlm.nih.gov/mesh/MBrowser.html>).

Text

The manuscript should be typed, double-spaced, with 2.5 cm margins. Use footnotes only in tables and figures, not to elaborate on the article text. To verify drug names (use generic names only, adding the brand name afterward in parentheses if relevant). Abbreviations and/or acronyms should be spelled out in full and abbreviated in parentheses on first use in the text.

Units:

All measures should be reported in SI units followed, in the text, by traditional units in parentheses. For general guidance on the International System of Units and some useful conversion factors, see 'The SI for the Health Professions' (WHO, 1977). There are two exceptions: blood pressure should be expressed in mm Hg and hemoglobin as g/dl.

Abbreviations

Words to be abbreviated should be spelt out in full the first time they appear in the text with the abbreviations in brackets. Thereafter, the abbreviation should be used.

References

References should be numbered consecutively according to the order in which they are cited in the text. A reference cited only in a table or figure is numbered within the sequence established by the first mention of that table or figure in the text.

References must be current. Use of references more than 10 years old is discouraged unless they are classic or unique works.

Authors must verify all references. The reference list should follow the text of the manuscript. Follow the *Vancouver* for reference formatting and punctuation.

In the reference list, abbreviate names of journals according to MEDLINE/Index Medicus. For five or more authors, list the first three names followed by "et al." Please note the following examples for format and punctuation:

Journal

1. Jemal A, Siegel R, Ward E, et al. Cancer Statistics, 2008. *CA Cancer J Clin* 2008; 58: 71-96.

Book

2. Eifel PJ, Levenback C. American Cancer Society Atlas of Clinical Oncology: Cancer of the Female Lower Genital Tract. Hamilton, Ontario: BC Decker, Inc. 2001; pp: 232-5.

Chapter in a book

3. Park BH, Vogelstein B. Tumor-Suppressor Genes, In: Kufe DW, Pollock RE, Weichselbaum RR, et al. (eds). *Cancer Medicine*. 6th ed. Hamilton, Ontario: BC Decker, Inc. 2003; pp: 87-106.

Web site

4. Health on the Net Foundation. Health on the Net Foundation code of conduct (HONcode) for medical and health Web sites. Available at: <http://www.hon.ch/HONcode/Conduct>. Accessed August 26, 2003.

Tables

Tables must be created using the table tool in Word (.doc). Each table must be in a separate file, and the files should be named by table # (i.e., table 1, table 2, etc.). Number the tables consecutively in the order in which they are cited in the text. Include a brief descriptive title for each table. Do not use bulleted lists in tables. The position of each table in the text should be indicated (Table 1 here). **Do not embed tables in the manuscript text.**

Figures and Illustrations

Authors are encouraged to submit their figure files in color. Illustrations should be numbered consecutively to the order in which they are cited in the text, given suitable legends and marked lightly on the back with the author's name and the top edge indicated. Original drawings may be submitted although high quality glossy photographs are preferable. They should be kept separate from the text. **Do not embed figures in the manuscript text.** The same data should not be presented in tables, figures and text, simultaneously.

(line art): Electronic Formatting

Each figure should be saved in a separate file.

Text/labeling within figures should be in 9 pt Arial font to ensure readability in print.

CJIM reserves the right to resize and/or crop photographs to fit the journal's format where appropriate.