

Author Guidelines

Instructions to Author

Aim and Scope

This journal addresses the needs of medical sciences instructors, professionals and administrators through the country and the world. This journal presents new experiences of teaching methods, assessment and evaluation, and serves as a forum for communication between medical sciences professionals, instructors and policy makers.

The objective of the journal is to improve the knowledge of the researchers and accountability to academic society. This can lead the educational institutes to applying more effective teaching and learning methods.

The journal provides reports of innovation and research in the following domain:

Educational management, educational planning, teaching and learning, educational technologies, assessment and evaluation, organizational performance assessment, accreditation, continuing education and professionalism & ethics.

Article categories or Manuscript categories

- **Original Research / Report** (3000-4000 words, up to 50 references)
- **Review Article** (2000-5000 words, up to 100 reference)
- **Short Communication / Report** (1000-2000 words, up to 25 references)
- **Case Report** (1500-2000 words, up to 29 references)
- **Editorials** (1000-2000 words, up to 5 references)
- **Letter to Editor** (300-600 words, 5-10 references)

Submission Process: Manuscripts should be sent through the on-line submission system.

Peer Review Process: The articles are primarily evaluated by our statisticians and internal screeners who check the articles for any methodological flaws, format, and their compliance with the journal's instructions. Then a submission code will be allocated and all the future contacts should be based on this code. Through a double-blind review, the articles will be reviewed by at least two external (peer) reviewers.

Ethical Considerations: The Journal follows the guidelines mentioned in the Uniform Requirements for Manuscript Submitted to Biomedical Journals (<http://www.icmje.org/#privacy>).

Authorship: Based on the Uniform Requirements for Manuscript Submitted to Medical Journals, "an Author" is generally considered to be someone who meets the following conditions 1, 2, and 3.

- 1) Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data.
- 2) Drafting the article or revising it critically for important intellectual content.
- 3) Final approval of the version to be published.

Conflict of interest

All authors are requested to disclose any actual or potential conflict of interest including any financial,

Personal or other relationships with other people or organizations that could inappropriately influence, or be perceived to influence, their work. To prevent the information on potential conflict of interest for authors from being overlooked or misplaced, mention this information in the cover letter.

Plagiarism:

The authors are not allowed to utilize verbatim text of previously published papers or manuscripts submitted elsewhere. All submitted manuscript will be checked for possible similarity in any part of the

work by at least two softwares. Those with more than 25% similarity to published papers or online materials will, at the editor's discretion, be rejected or returned to authors for rewriting followed by re-review before a final decision is made.

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Retraction Policy: The JAMP follows the COPE flowchart for retraction of a published article (<http://publicationethics.org/guidelines>) to determine whether a published article should be retracted.

Manuscript preparation:

To send electronically, manuscripts should be in Word Document and well-written in English. Please double check the article for spelling, structure and format mistakes. To distinguish different parts of the article, it is recommended to use the font Times New Roman size 12 for the body, size 12 bold for subheadings, size 14 for headings and size 14 bold for the title. What follows is a series of recommendations on how the article should be like in order to process it faster and more efficiently.

Use only standard abbreviations; use of nonstandard abbreviations can be confusing to readers. Avoid abbreviations in the title of the manuscript. The spelled-out abbreviation followed by the abbreviation in parenthesis should be used on first mention unless the abbreviation is a standard unit of measurement.

Figures (photographs, graphs and diagrams) and tables should be submitted as separate files. Tables should be typed using single-spacing. Figures and tables should be numbered consecutively in the order of their first citation in the text (separate numbering for figures and tables). Arabic numbers (e.g. Figure 1, Table 2), and their desired position in the text should be indicated. With respect to tables, authors should place explanatory matter in footnotes, not in the heading, using * symbol. Tables should be left justified with simple style. They should have only inside borders and any colored row or column.

Authors should declare in the cover letter that all figures of their manuscripts are original; otherwise the original source of figures should be mentioned and reprint form must be uploaded in the attachment. All files of photographs must be 300 dpi or higher. Only black and white photographs are permitted.

1. Title page

- Titles
- Authors (state the authors contribution)
- Institutional Affiliation (position, institution, location)
- Corresponding author (state his name, phone, fax, email)
- Running title (shortened title)
- Word count

2. Abstract:

An abstract summarizes, in one paragraph (usually), the major aspects of the entire paper in the following prescribed sequence:

- the **question(s) you investigated** (or purpose), (**from Introduction**)
 - State the purpose very clearly in the first or second sentence.
- the **experimental design and methods** used, (**from Methods**)
 - Clearly express the basic design of the study.
 - Name or briefly describe the basic methodology used without going into excessive detail-be sure to indicate the key techniques used.
- the **major findings** including **key quantitative results**, or **trends** (**from Results**)
 - Report those results which answer the questions you were asking
 - Identify trends, relative change or differences, etc.
- A brief summary of your **interpretations and conclusions**. (**from Discussion**)
 - Clearly state the implications of the answers your results gave you.

The length of your Abstract should be kept to about 200-300 words maximum.

Keywords are used for indexing purposes; each article should provide three to five keywords selected from the Medical Subject Headings (MeSH). <http://www.nlm.nih.gov/mesh/>

3. Article Body

- **Introduction**
- **Methods**
- **Results**
- **Discussion**
- **Table**
- **Figure**
- **Acknowledgment**
- **Funding / Support**

4. References

The journal of *Advances in Medical Education and Professionalism* follows the conventions of the [Vancouver reference list system](#) in which references are numbered consecutively in the order in which they are first mentioned in the text. References should be identified in round brackets within the text, table headings and figure captions.

As a general rule, reference numbers should be placed outside full stops and commas and inside colons and semicolons.

An article with up to six authors should include all authors. If an article has more than six authors, only the first six need be given, followed by 'et al'. We recommend the use of Endnote tool for reference management and formatting. The Endnote referencing style software uses the Arabic number in brackets.

Article citation example:

Author(s) – Family name and initials. Title of article. Title of journal – abbreviated Publication year, month, day (month & day only if available); volume(issue):pages

Durandy Y. Perfusionist strategies for blood conservation in pediatric cardiac surgery. *World J Cardiol.* 2010 Feb;2(2):27-33.

Christian P, Murray-Kolb LE, Khatry SK, Katz J, Schaefer BA, Cole PM, et al. Prenatal micronutrient supplementation and intellectual and motor function in early school-aged children in Nepal. *JAMA.* 2010 Dec 22;304(24):2716-23.

Book citation example:

Author(s) – Family name and initials, Multiple authors separated by a comma. Title of book. Edition of book if later than 1st ed. Place of Publication: Publisher Name; Year of Publication.

1- Karp Ge. *Cell Biology.* 6th ed. Hoboken: John Wiley and Sons; 2010.

2- Kuntzman A, Tortora G. *Anatomy and Physiology for the manual therapies.*

New York: McGraw-Hill; 2010.

Chapter in a book:

Speroff L, Fritz MA. Clinical gynaecologic endocrinology and infertility. 7th ed. Philadelphia: Lippincott Williams and Wilkins; 2005. Chapter 29, Endometriosis; p.1103-33.

WebPage citation example:

Author. Title of publication [type of medium – Internet]. Place of publication (if available): Publisher (if available); Date of publication – year month day (supply year if month and day not available) [updated year month day; cited year month day]. Available from: web address.

The family impact of Attention Deficit Hyperactivity Disorder (ADHD) [Internet] 2009 Nov 1 [updated 2010 Jan 1; cited 2010 Apr 8]. Available from: <http://www.virtualmedicalcentre.com.au/healthandlifestyle.asp?sid=192&title=The-Family-Impact-of-Attention-Deficit-Hyperactivity-Disorder-%28ADHD%29&page=2>

Thesis citation example:

Printed Thesis: Author. Thesis title [type of thesis]. Place of publication: Publisher; Year.

Online Thesis: Author. Thesis title [type of thesis on the internet]. Place of publication: Publisher; Year [cited date – year month day]. Available from: Name of database/web address

Kay JG. Intracellular cytokine trafficking and phagocytosis in macrophages [PhD thesis]. St Lucia, Qld: University of Queensland; 2007.

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
3. Where available, URLs for the references have been provided.
4. The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
5. The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
6. If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

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Manuscript Title: Manuscript Number: 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. 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. I/we also certify that we have taken all necessary permissions from our institution and/or department for conducting and publishing the present work. 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. I/we hereby, transfer(s), assign(s), or otherwise convey(s) 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. The Journal shall own the work, including 1) copyright; 2) the right to grant permission to republish the article in whole or in part, with or without fee; 3) the right to produce preprints or reprints and translate into languages other than English for sale or free distribution; and 4) the right to republish the work in a collection of articles in any other mechanical or electronic format. 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. 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.

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