

# **Foundation University Medical Journal**

## **Policy Document**



**Foundation University Medical College**  
**Foundation University School of Health Sciences**  
**Foundation University Islamabad**

## **FOUNDATION UNIVERSITY MEDICAL JOURNAL**

The Chief Editor and the Editors of the Foundation University Medical Journal (FUMJ) are responsible for following the guidelines of publications mentioned in the policy document in true letter and spirit. Office of Research Innovation & Commercialization (ORIC) and Quality Enhancement Cell (QEC), Foundation University Islamabad will ensure the application of policy guidelines and the University Head will take action against editors in case of violation of the mentioned guidelines:

### **1. AIMS AND SCOPE**

The Foundation University Medical Journal (FUMJ), published biannually, is the official and scientific publication of the Foundation University Medical College, Foundation University Islamabad. The FUMJ is an open-access journal that provides a forum for the exchange of information about new and significant research in medical sciences and is dedicated to dissemination of new knowledge on all sciences of health. It comprises peer-reviewed original research in all fields of health, both basic and clinical sciences.

FUMJ follows the International Committee of Medical Journal Editors (ICMJE) Uniform Requirements for Manuscripts (URMs) submitted to biomedical journals. The target audience of the FUMJ includes researchers, medical practitioners or clinicians, health policymakers, medical educators, medical students, and other healthcare professionals.

### **2. ARTICLE PROCESSING CHARGES/ PUBLICATION FEES/ SUBSCRIPTION CHARGES**

FUMJ is an open-access journal supported by article processing charges (APCs). Currently, all APCs are covered by the publisher, Foundation University Islamabad. Therefore, there are no publication or submission charges/fees for authors whose work is accepted for publication in FUMJ. All articles published by FUMJ are made freely and permanently accessible online immediately upon publication, without subscription charges or registration barriers.

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### 3. OPEN-ACCESS / LICENSING POLICY

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### 4. MANUSCRIPT SUBMISSION PROCESS

Manuscript Submission to FUMJ is online via the Open Journal System (OJS) only. Interested authors/ researchers can submit their valuable work on the OJS Platform of FUMJ (<https://fumj.fui.edu.pk/index.php/fumj/about/submissions>) after registration. (See Appendix-A for a step-by-step guide on the manuscript submission process).

A complete step-by-step guide on Manuscript Submission Process can be accessed on (<https://fumj.fui.edu.pk/files/Manuscript%20Submission%20Process%20Final.pdf>). Authors are strongly advised to read 'Guide for Authors' (See Appendix-B) before submitting.

## **5. FREQUENCY AND TIMELINE OF PUBLICATION OF VOLUME/ISSUE**

Foundation University Medical Journal is a Bi-annual Journal i.e., it publishes a volume with two issues a year (January and July of every year). The 1<sup>st</sup> Issue of every volume is published by January 31<sup>st</sup> of every year whereas the 2<sup>nd</sup> issue is published by July 31<sup>st</sup> of every year.

## **6. MANUSCRIPT PROCESSING TIMELINE AND PROCESS**

For every new issue, a call for paper submission is announced in January and July of each year. Following paper submission, the initial editorial desk review is initiated and completed by the Editor/ Associate / Assistant Editors within the one-week duration. Any discrepancies found in the initial review (i.e., manuscript not according to guide for authors, missing obligatory documents, plagiarism > 20%, reference style not followed) are communicated to the authors which they have to respond within a week duration. After the corrected version is submitted/uploaded, the manuscript is sent to two external reviewers for a double-blind peer-review process. Reviewers are given four weeks' time duration with a grace period of two weeks to provide a review along with a detailed review report. After the external peer review, if the manuscript needs minor correction, two weeks are given to the authors to submit the revised version and for major corrections, a maximum of four weeks are given. (See Appendix-C for a detailed flowchart of manuscript processing at FUMJ)

## **7. AUTHORSHIP**

Foundation University Medical Journal strongly encourages all authors to maintain clear transparency and accurate attribution of authorship. All authors must give consent to be listed on the submitted paper. For the said purpose, every author must read and sign the author declaration and conflict of interest statement form available on the Journal website. (See Appendix-D for Authorship and Declaration of Conflict-of-Interest Form)

All authors listed on a submission must have given prior approval to have their name attributed to the file(s) that are being submitted and agree to the publication. The corresponding author has the responsibility to ensure that all authors qualify for, and have agreed to authorship of the submission. They are also responsible for informing all co-authors of relevant editorial information during the review process.

Our recommendations are based on the ICMJE Authorship Criteria. Authors must have:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

## **8. ACKNOWLEDGEMENTS**

All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, or a university dean or department head/chair who provided only general support.

### **8.1 Third-Party Submissions**

Foundation University Medical Journal does not accept third-party submissions on behalf of the authors. The manuscript must be submitted by the corresponding author.

### **8.2 Writing Assistance**

Individuals who provided writing assistance, e.g., from a specialist communications company, do not qualify as authors and so should be included in the Acknowledgements section. Authors must disclose any writing assistance – including the individual's name, company and level of input – and identify the entity that paid for this assistance.

It is not necessary to disclose the use of language polishing services.

Any acknowledgements should appear first at the end of your article before your Declaration of Conflicting Interests (if applicable), any notes and your References.

## 9. PEER REVIEW POLICY

All manuscripts submitted to FUMJ initially undergo internal peer review. A manuscript not found suitable for publication as regards to the topic or poor writing is likely to be rejected on the internal peer review. After in-house peer review, the manuscript is sent for external peer reviews. This usually involves a review by two independent peer reviewers.

The journal follows a double-blind peer-review process where neither the author nor the reviewer gets to know the identity of each other. This is ensured by masking the front-page file, having author details, from the reviewers.

Where an editor is on the author list or has any other competing interest regarding a specific manuscript, another member of the Editorial Board will be assigned to assume responsibility for overseeing peer review. Submissions felt to be suitable for consideration will be sent for peer review by appropriate independent experts identified by the Editor. Editors will make a decision based on the reviewers' reports and authors are sent these reports along with the editorial decision on their manuscript. Authors should note that even in light of one positive report, concerns raised by another reviewer may fundamentally undermine the study and result in the manuscript being rejected.

Authors may suggest potential reviewers if they wish; however, whether or not to consider these reviewers is at the Editor's discretion. Authors should not suggest recent collaborators or colleagues who work in the same institution as themselves. Authors who wish to suggest peer reviewers can do so in the cover letter and should provide institutional email addresses where possible, or information that will help the Editor verify the identity of the reviewer (for example an ORCID or Scopus ID).

Authors may request the exclusion of individuals as peer reviewers, but they should explain the reasons in their cover letter on submission. Authors should not exclude too many individuals as this may hinder the peer review process. Please note that the Editor may choose to invite excluded peer reviewers.

Intentionally falsifying information, for example, suggesting reviewers with a false name or email address, will result in rejection of the manuscript and may lead to further investigation in line with our misconduct policy.

## **10. ETHICS AND CONSENT**

### **10.1 Ethical Approval**

Research involving human participants, human material, or human data, must have been performed following the Declaration of Helsinki and must have been approved by an appropriate ethics committee. A statement detailing this, including the name of the ethics committee and the reference number where appropriate, must appear in all manuscripts reporting such research. If a study has been granted an exemption from requiring ethics approval, this should also be detailed in the manuscript (including the name of the ethics committee that granted the exemption). Further information and documentation to support this should be made available to the Editor upon request. Manuscripts may be rejected if the Editor considers that the research has not been carried out within an appropriate ethical framework. In rare cases, the Editor may contact the ethics committee for further information.

### **10.2 Retrospective Ethics Approval**

If a study has not been granted ethics committee approval before commencing, retrospective ethics approval usually cannot be obtained, and it may not be possible to consider the manuscript for peer review. The decision on whether to proceed to peer review in such cases is at the Editor's discretion.

### **10.3 New Clinical Tools and Procedures**

Authors reporting the use of a new procedure or tool in a clinical setting, for example as a technical advance or case report, must give a clear justification in the manuscript for why the new procedure or tool was deemed more appropriate than usual clinical practice to meet the patient's clinical need. Such justification is not required if the new procedure is already approved for clinical use at the authors' institution. Authors will be expected to have obtained ethics committee approval and informed patient consent for any experimental use of a novel procedure or tool where a clear clinical advantage based on clinical need was not apparent before treatment.

## **10.4 Consent to Participate**

For all research involving human participants, informed consent to participate in the study should be obtained from participants (or their parent or legal guardian in the case of children under 16) and a statement to this effect should appear in the manuscript. For manuscripts reporting studies involving vulnerable groups (for example, unconscious patients) where there is the potential for coercion (for example prisoners) or where consent may not have been fully informed, manuscripts will be considered at the editor's discretion and may be referred to an internal editorial oversight group for further scrutiny. Consent must be obtained for all forms of personally identifiable data including biomedical, clinical, and biometric data. In the case of articles describing human transplantation studies, authors must include a statement declaring that no organs/tissues were obtained from prisoners and must also name the institution(s)/ clinic(s)/department(s) via which organs/tissues were obtained. Documentary evidence of consent must be supplied if requested.

## **10.5 Consent for Publication**

For all manuscripts that include details, images, or videos relating to a person, written informed consent for the publication of these details must be obtained from that person (or their parent or legal guardian in the case of children under 18). The consent must be for publication of their details under the Creative Commons Attribution License 4.0 (such that they will be freely available on the internet). If the person has died, consent for publication must be obtained from their next of kin. The manuscript must include a statement that written informed consent for publication was obtained.

Authors can use a consent form from their institution or region if appropriate. The consent form must state that the details/images/videos will be freely available on the internet and may be seen by the general public. The consent form must be made available to the Editor if requested and will be treated confidentially.

In cases where images are entirely unidentifiable and there are no details on individuals reported within the manuscript, consent for publication of images may not be required. The final decision on whether consent to publish is required lies with the Editor.



## 11. CLINICAL TRIAL REGISTRATION

For Randomized Controlled Trails, authors are strongly encouraged to follow ICMJE guidelines. FUMJ will only consider the results of such trials which followed these guidelines.

The ICMJE uses the World Health Organization (WHO) definition of a clinical trial, which is *"any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes"*. This definition includes phase I to IV trials. The ICMJE defines health-related interventions as *"any intervention used to modify a biomedical or health-related outcome"* and health-related outcomes as *"any biomedical or health-related measures obtained in patients or participants"*. Authors who are unsure whether their trial needs registering should consult the [ICMJE FAQs](#) for further information.

All interventional trials must be registered at or before enrollment of the first participant. Trial registration records must be available in a primary register of the [WHO International Clinical Trials Registry Platform](#), on [ClinicalTrials.gov](#), or in any publicly accessible database that meets the minimum 24-item trial registration dataset ([Click Here](#)).

The trial number must be indicated in the abstract and methods section of the manuscript. Trials with retrospective registration or with registration in a database that is not publicly accessible cannot be considered.

## 12. DISCLOSURE AND CONFLICT OF INTEREST

Foundation University Medical Journal requires a declaration of conflicting interests from all authors about their work. All submitted manuscripts must include a 'Disclosure' and 'Conflict of Interests' section at the end of the manuscript after any acknowledgements and before the references. If no conflict exists, the statement should read "The author(s) declare(s) that there is no conflict of interest" For guidance on conflict of interest statements, please see the [ICMJE recommendations](#).

### 12.1 What Constitutes a Conflict of Interest?

Conflict of interests may be financial or non-financial. A conflict of interest exists when the authors' interpretation of data or presentation of information may be influenced by, or maybe perceived to be influenced by, their personal or financial relationship with other people or

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### **A. Financial Conflict of Interests**

Financial conflict of interests includes (but is not limited to) (A). Receiving reimbursements, fees, funding, or salary from an organization that may in any way gain or lose financially from the publication of the manuscript, either now or in the future, (B). Holding stocks or shares in an organization that may in any way gain or lose financially from the publication of the manuscript, either now or in the future, (C). Holding, or currently applying for, patents relating to the content of the manuscript, (D). Receiving reimbursements, fees, funding, or salary from an organization that holds or has applied for patents relating to the content of the manuscript.

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### **13.1 Copyright at FUMJ**

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## **14. SCIENTIFIC MISCONDUCT POLICY**

Foundation University Medical Journal makes every effort to ensure the highest standards in publication ethics are upheld and takes all forms of misconduct seriously. FUMJ will take all necessary action per HEC Pakistan, ICMJE, WAME and COPE Guidelines, to protect the integrity of the scholarly record. Authors should be aware of misconduct issues before submitting articles for publication. Examples of misconduct include (but are not limited to):

### **14.1 Plagiarism Policy**

This applies to data, images, words or ideas taken from any materials in electronic or print formats without sufficient attribution. This can include abstracts, seminar presentations, laboratory reports, thesis or dissertation, research proposals, computer programs, online posts, grey literature and unpublished or published manuscripts. The use of any such material either directly or indirectly should be properly acknowledged in all instances and the source of content must always be cited.

Foundation University Medical Journal uses Turnitin plagiarism detection software to screen all submitted manuscripts and will deal with cases of plagiarism according to Higher Education Commission (HEC) Pakistan Policies and COPE guidelines. FUMJ has a zero-tolerance policy on the Plagiarism issue.

As per HEC policy, all manuscripts are checked for similarity index if it exceeds the limit  $\geq 20\%$  and would be returned for correction. Any disputes are considered on merit and the editorial board decides the issue after looking at all the pertinent facts. FUMJ aims to have the manuscript at  $\leq 19\%$  Similarity Index Report.

Authors are strongly advised to go through these important links from HEC Pakistan on Plagiarism and Turnitin Originality Report:

<http://hec.gov.pk/english/services/faculty/Plagiarism/Pages/default.aspx>

[How to Interpret Originality Report \(Guidelines\)](http://fui.edu.pk/fjs/files/how-to-interpret-originality-report.pdf) (<http://fui.edu.pk/fjs/files/how-to-interpret-originality-report.pdf>)

[Guidelines on 'Ethics of Using Turnitin' for Administrators](http://fui.edu.pk/fjs/files/guidelines-on-ethics-of-using-turnitin-for-administrators.pdf) (<http://fui.edu.pk/fjs/files/guidelines-on-ethics-of-using-turnitin-for-administrators.pdf>)

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[Plagiarism Little Book](http://fui.edu.pk/fjs/files/plagiarism-little-book.pdf) (<http://fui.edu.pk/fjs/files/plagiarism-little-book.pdf>)

## **14.2 Duplicate Submission/ Publication**

Authors are required to declare upon submission that the manuscript is not under consideration elsewhere, and as such the detection of a duplicate submission or publication is typically considered to be a deliberate act. This includes articles previously published in another language. For acceptable forms of secondary submissions or publications (e.g. an article translated into English), per [ICMJE guidance](#), authors must seek permission from the publisher and copyright holder of the original article and must inform the Editor of the receiving journal about the history of the original article. It must also be made clear to readers that the article is a translated version, with a citation provided to the original article.

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### **14.3 Text-Recycling/Self-Plagiarism**

Although authors are expected to refer to their own previously published work, in some cases the re-use of large proportions of previous work is considered unacceptable. Where this is unavoidable authors must be transparent about their previously published work by providing appropriate citations. Authors must also ensure that re-use is compliant with copyright policies. FUMJ will deal with cases of text recycling according to COPE guidelines.

### **14.4 Authorship**

Authors are required to give an honest account of authorship, where each listed author meets the authorship criteria to provide transparency and credit to those who have substantially contributed to the work. However, where authors have deliberately not complied with this requirement it will be considered a form of misconduct. Of particular concern are:

*'Ghost authorship'* - where an author(s) has substantially contributed to the work but has not been given credit. This also impacts transparency as any competing interests of a 'ghost author' will not be declared.

*'Gift authorship'* - where a listed author(s) has not contributed substantially, or at all to the published work.

*'Authorship for sale'* - where authors have 'sold' an author spot on a paper, or where a researcher has 'bought' an authorship spot on a paper.

FUMJ will deal with authorship misconduct according to COPE guidelines. In some instances, FUMJ may be required to defer cases to the author's institution(s) for adjudication.

#### **14.5 Affiliation Misrepresentation**

Affiliations must be an accurate reflection of where the study was approved and/or supported and/or conducted. For non-research articles, the affiliation should be listed as the place the author(s) was based at the time of submission. Misrepresentation of affiliation is a form of misconduct and FUMJ will deal with such cases by contacting all relevant institutions to assist with our investigation.

#### **14.6 Undisclosed Competing Interests**

A competing interest has the potential to influence or bias someone's judgments or views. They arise when a personal judgment concerning a primary interest (such as patient welfare or research results) may be influenced by a secondary interest (such as financial gain). Misconduct occurs when an author, editor or reviewer does not declare relevant competing interests, which can be perceived to influence their opinion of or assessment of research or non-research article. Editors and reviewers should recuse themselves from any kind of involvement with submissions they have a competing interest against. FUMJ will not consider manuscripts that are suspected of having an undisclosed competing interest.

### **14.7 Image Manipulation**

Where deliberate action has been taken to inappropriately manipulate or fabricate an image. This is a serious form of misconduct as is designed to mislead others and damages the integrity of the scholarly record with wide-reaching and long-term consequences.

Foundation University Medical Journal expects all images contained within manuscripts to be accurate and free from manipulation. Specific features within an image may not be enhanced, obscured, moved, removed or introduced without adequate notification of what the alteration is. Adjustments to the brightness, contrast or color balance of an image are acceptable if they do not obscure, eliminate, or misrepresent information present in the original. Grouping images from different parts of gels, western blots or microscope images must be made explicit in the arrangement of the figure or the text of the figure legend.

If the original, unedited images cannot be produced on request, acceptance of a manuscript or paper may be declined or retracted.

### **14.8 Data Falsification/Fabrication**

Where deliberate action has been taken to inappropriately manipulate or fabricate data. This is considered a serious form of misconduct and is designed to mislead others and damage the integrity of the scholarly record with wide-reaching and long-term consequences.

When submitting a manuscript to FUMJ, authors must ensure all data contained within their manuscript is accurate and correctly represents their work. To help assist FUMJ with manuscript evaluation, authors are expected to retain all raw data represented in their manuscripts.

If the original data cannot be produced on request, acceptance of a manuscript or published paper may be declined or retracted.

### **14.9 Peer Review Manipulation**

Where authors or agencies submitting on behalf of authors take deliberate steps to influence the peer review process in their favor, or where editors make decisions based on biased peer review



reports. Where there is evidence to suggest that the integrity of the peer-review process has been compromised, necessary action will be taken to correct the scholarly record.

In very rare instances peer reviewers may appropriate the work they were assigned to review. FUMJ recognizes the damage such actions would cause to the peer-review process. All peer reviewers at FUMJ are advised to read and consider the COPE Ethical Guidelines for Peer Reviewers before accepting to review a manuscript and are expected to treat any article and associated materials received in the course of the review as confidential. Any reviewer found to have committed misconduct by appropriating the work of others will be permanently removed from the peer review database and reported to their institution.

#### **14.10 Citation Manipulation**

Where authors excessively and inappropriately self-cite or enter into prearrangements among author groups to inappropriately cite each other's work or where editors or reviewers coerce authors to cite papers from their own previously published papers, or from specific journals, without due justification as to why those papers are necessary to cite.

#### **14.11 Unethical Research**

Where research fails to comply with the relevant and approved local, national, or international legislative and regulatory requirements or where researchers have not taken sufficient steps to protect the safety and privacy of human subjects or the welfare of animals used in the research.

Foundation University Medical Journal takes its role in ensuring all publications meet ethical requirements seriously. Manuscripts will not be considered for publication where evidence exists that a study was not suitably approved by an Institutional Review Board (IRB) or ethics committee. Similarly, submissions will not be considered where concerns are raised by the journal editors or peer reviewers over a lack of patient consent, improper patient identification protection or a lack of animal ethical approval.

#### **14.12 “Ethics Dumping”**

Where researchers leading a study deliberately set up collaborations in regions where participant recruitment and study interventions can circumvent international standards of research ethics oversight.

#### **14.13 Breaches in Copyright/Use of Third-Party Material Without Permission**

Where authors have included material, which is under copyright and has not obtained the appropriate permissions as instructed by the copyright holders.

Should an author wish to complain about an editorial decision or the editorial process in general they should first approach the Editor-in-Chief of the journal, explain their complaint and ask for a reasoned response. Should this not be forthcoming or adequate, the author should raise the matter with the publisher, who will investigate the nature of the complaint and act as arbiter on whether the complaint should be upheld and investigated further. This will follow guidelines set out by COPE.

### **15. WITHDRAWAL POLICY**

Authors can withdraw their manuscript at any stage of the evaluation process, including the editorial evaluation and the peer-review stages, and even in the publication process after acceptance. Given the significant time and effort, editors and reviewers invest in the process, an early request for withdrawal will relatively facilitate its acceptance. If the authors want to withdraw the manuscript during its evaluation stage, an email must be sent notifying them as to their intention, to the effect that the manuscript withdrawal form will be emailed for the signatures of all the authors. This needs to be completed, scanned, and sent back. The editor will review the request/reason stated in the form and respond in writing explaining the result of his/her evaluation of the request. Authors should not assume to have withdrawn their manuscript until they receive a response from the editor. Any attempts (such as submitting the manuscript to another journal) before receiving the response of the editor can lead to serious ethical issues and sanctions. A final email from the editorial office for withdrawal of the manuscript will then be dispatched. Electronic signatures will not be accepted.

Sometimes after an article has been published it may be necessary to make a change to its final edited version. This will be done after careful consideration by the Editor who is also supported by FUMJ staff to ensure any necessary changes are done per guidance from the COPE. Any necessary changes will be accompanied by a permanent post-publication notice which will be permanently linked to the original article.

Following guidelines from the COPE, Foundation University Medical Journal handles different kinds of errors in the following ways:

- Amendment
- Correction article
- Retraction article
- Removal or Withdrawal

To minimize requests for post-publication edits:

- Editors should ensure that the author(s) has been allowed to sign off their final draft & metadata before the files are sent to typesetting. It should be made clear that future edits will not be possible
- Editors should also give the final draft & metadata a thorough read through before sending it to be typesetting to make sure that they are happy with the content
- All articles will have had their PDF proofs checked by the author or editor before publication. This is a final chance to catch layout errors and minor editorial issues such as typos. This is not an opportunity for wider content editing

Please contact the editorial office if you believe that an article needs correcting. We reserve the right to decide what constitutes a minor or major issue and whether an amendment or correction article is necessary.

### **15.1 Amendment**

For very minor content or metadata issues, FUMJ may directly amend the article (both PDF and HTML) if the error is reported very soon after publication (normally < 48h) and the publication has not yet been sent out for indexing.

In-line amendments are strictly limited to only obvious and small mistakes. Corrections relating to the scientific content or other major metadata issues (e.g., a change in authorship) will require a formal correction to be published. Should an in-line amendment be made then a note may also be added to the publication to alert readers to this fact.

To avoid multiple versions of the same publication being circulated, should a publication have already been sent out to indexing services then in-line edits will not be permitted.

## **15.2 Correction Article**

After an article has been published it will immediately be available to the public. Shortly after publication, we will also send the publication information and files to multiple indexes to aid this dissemination. Once this indexing process has begun (usually within a day or so of publication), all corrections must be released as a separate publication, linked to the original. This ensures that the integrity and transparency of the academic record are maintained.

A Correction notice will be issued when it is necessary to correct an error or omission which can impact the interpretation of the article, but where the scholarly integrity of the article remains intact. Examples include mis-labelling of a figure, missing information on funding or competing interests of the authors. FUMJ utilizes two types of correction notice; a Corrigendum will typically be issued for errors introduced by the authors, whereas an Erratum is typically issued for errors introduced by the publisher.

## **15.3 Retraction Article**

Retractions are used to remove a published paper from the scientific record. Following the COPE guidance, retractions are used when:

- Editors have clear evidence that the article's findings are unreliable, either because of misconduct (e.g., data fabrication) or honest error (e.g., miscalculation or experimental error)
- The findings have previously been published elsewhere without proper cross-referencing, permission or justification (i.e., cases of redundant/duplicate publication)

- Article publication constitutes plagiarism
- The article reports unethical research

Retraction articles will be drafted and posted in the same way as correction articles and with the editors' approval. The original article is watermarked as retracted, and the title is amended with the prefix "Retracted article:"

FUMJ recognizes the purpose of a retraction is to correct the literature and ensure the integrity of the publication record. They are not intended as a means of punishment for authors.

Retractions will not normally be issued to resolve authorship disputes. The preferred option in this situation is to issue a corrigendum. This is provided with the authors can justify the change in authorship, and this usually requires the support of their respective institutions.

#### **15.4 Removal or Withdrawal**

A Removal notice will be issued in very rare circumstances where the problems cannot be addressed by a Retraction or Correction notice. Examples include where the content in the article is defamatory or infringes on other legal rights or is subject to a court order. In the rare case of an article being removed from FUMJ Online, a removal notice will be issued in its place.

#### **15.5 Exceptions**

In some cases, legal or privacy issues may lead to exceptions to the above processes. Such examples will be dealt with on a case-by-case basis, with standard processes followed as much as possible.

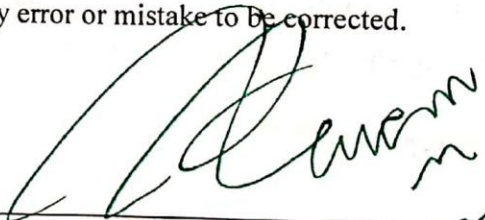
### **16. COMPLAINTS AND APPEAL**

FUMJ follows the guidelines published by the Committee on Publication Ethics for Complaints and Appeal (<https://publicationethics.org/appeals>). If any reader, author, or reviewer has any complaints against the journal, its staff, editorial board or publisher, the authors can raise complaints by sending an email to: [fumj@fui.edu.pk](mailto:fumj@fui.edu.pk)

The journal must be provided with sufficient, specific information about the matter to demonstrate that a potential ethics violation may have occurred. Complaints may be submitted regarding issues related to inappropriate authorship, gift, and ghost authorship; undeclared conflicts of interests, plagiarism, multiple, duplicate or concurrent publication/Simultaneous submission; unethical research, fabrication/falsification of results, research standards violations, reviewer bias/competitive harmful acts by reviewers or any contribution to FUMJ that infringes the copyright or other intellectual property rights. Complain may be submitted about scientific content, e.g., an appeal against rejection where the Editor-in-Chief will consider the authors' argument, the reviewer reports and decide whether the decision to reject should stand; another independent opinion may be sorted.

Once a complaint is logged acknowledgement email will be sent to the complainant. The investigation process will be initiated by the journal team according to the directions of the Editor-in-Chief within three working days excluding the complaint receiving date. After the investigation is conducted, a complete inquiry report on the complaint will be prepared and forwarded to the concerned author through his submitted email ID.

All received complaints are welcomed in an unbiased, and timely manner with certainty. When needed, the journal can contact other journals or concerning institutions and seek independent and legal advice. FUMJ welcomes highlighting any error or mistake to be corrected.



**Maj Gen Nasir Dilawar Shah, HI(M), (Retd)**

Rector

Foundation University Islamabad

**Maj Gen Nasir Dilawar Shah (Retd)**

Rector

Foundation University Islamabad

## APPENDIX-A: MANUSCRIPT SUBMISSION PROCESS

### Manuscript Submission Process at Foundation University Medical Journal

**Step 1:** Before making a submission, corresponding author needs to 'Register' first with the FUMJ. If the author is already registered, then simply 'Login' via username and password. Authors are strongly advised to go through the 'Submission Preparation Checklist' before making a submission.

Foundation University Medical Journal

HOME ABOUT FUMJ EDITORIAL/ADVISORY CURRENT ARCHIVES FOR AUTHORS FOR REVIEWERS CONTACT US

Register Login

Home / Submissions

### Submissions

[Login](#) or [Register](#) to make a submission.

### Submission Preparation Checklist

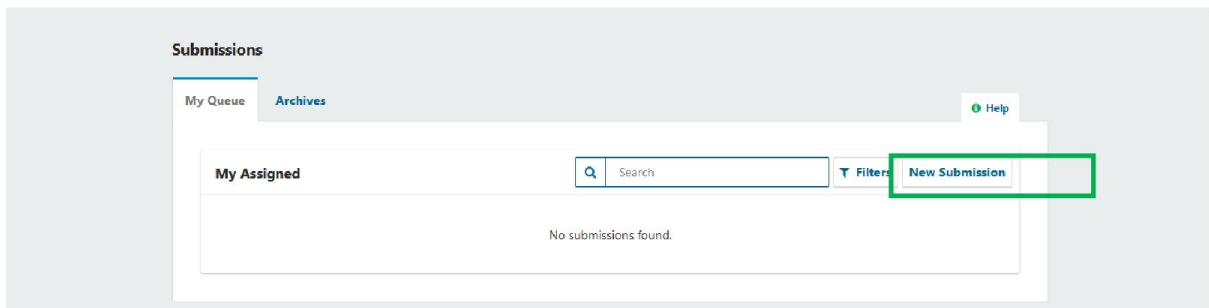
As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- ✓ 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).
- ✓ The submission file is in OpenOffice, Microsoft Word, or RTF document file format.

Make a Submission

Information

- For Readers
- For Authors
- For Librarians

**Step 2: Click on new submission.****Step 3: Select category of article, Check all boxes in the Submission Requirements, Write any Comments for the Editor, Check all boxes in corresponding contact, Save and Continue to the next step**

**Submit an Article**

1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   5. Next Steps

**Section**

Articles must be submitted to one of the journal's sections. \*

**Submission Requirements**

You must read and acknowledge that you've completed the requirements below before proceeding.

- ☐ 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).
- ☐ The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- ☐ Where available, URLs for the references have been provided.
- ☐ 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.
- ☐ The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

**Comments for the Editor**

[Rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, indent, outdent, and insert link]

**Corresponding Contact \***

- ☐ Yes, I would like to be contacted about this submission.
- ☐ Yes, I agree to have my data collected and stored according to the [privacy statement](#).

**Save and continue**   **Cancel**



**Step 4:** Click on Add/Upload File and start uploading the Article Components (Cover Letter, Ethical/IRB Approval, Authorship and Conflict of Interest Form, Plagiarism Report, Title Page, Main Text, and Others) from **what kind of file is this?** window. Click on Continue to review the details of the uploaded file then Continue again to complete the upload submission process.

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Files

Add File

Upload any files the editorial team will need to evaluate your submission. [Upload File](#)

Save and continue Cancel

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Files

Add File

FUMJ.docx

Edit Remove

What kind of file is this? [Article Text](#) [Other](#)

Save and continue Cancel

Foundation University Medical Journal

Back to Submissions

Submit an Article

1. Start

Files

FUMJ.docx

What kind of file is this?

Choose the option that best describes this file.

- ☒ Article Text
- ☐ Research Instrument
- ☐ Research Materials
- ☐ Research Results
- ☐ Transcripts
- ☐ Data Analysis
- ☐ Data Set
- ☐ Source Texts
- ☐ Other

Save

**Step 5:** After the necessary files are uploaded, it will appear on the Submission Files list. Once this step is completed, Click Save and Continue to move on the Next Step in the submission.

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Files

Add File

1.docx

Article Test Edit Remove

Save and continue Cancel

**Step 6:** Enter your Article Metadata; Leave the Prefix Box Blank, Write Title of your Manuscript, Leave the Subtitle Box Blank, Add Abstract of your Article (Structured Abstract for Original Article). Add all the Contributors (Authors) by clicking on the Add Contributor and mark Corresponding Author as Primary Contact. You will be able to change the order of authorship once all authors/contributors have been added. Add MeSH Keywords (mandatory) and Click Save and Continue to the next step.

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Prefix

Leave this blank

Examples: A, The

Title \*

Write title of your manuscript

Subtitle

Leave this blank

Abstract \*

Write structured abstract for original article

List of Contributors

Add Contributor

Name	E-mail	Role	Primary Contact	In Browse Lists
Dr. [redacted]	[redacted]	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Refinements

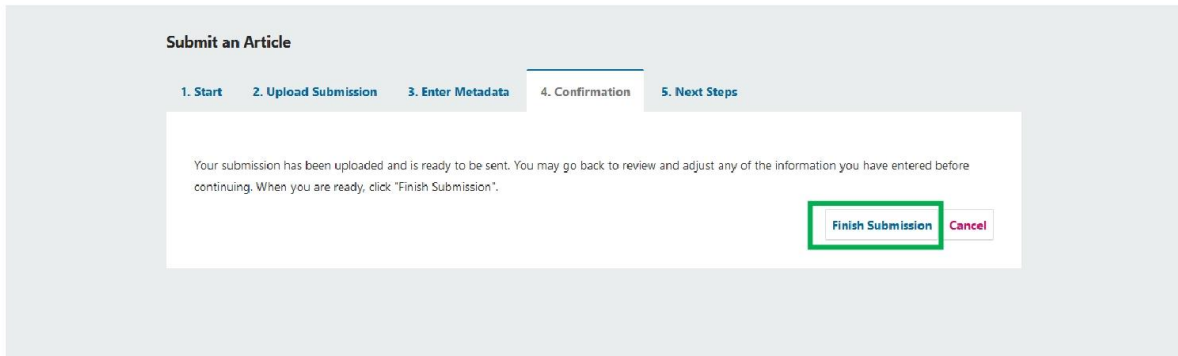
Keywords

Add additional information for your submission. Press 'enter' after each term.

Write MeSH keywords

Save and continue Cancel

**Step 7:** Click Finish Submission and submit your article to the FUMJ.



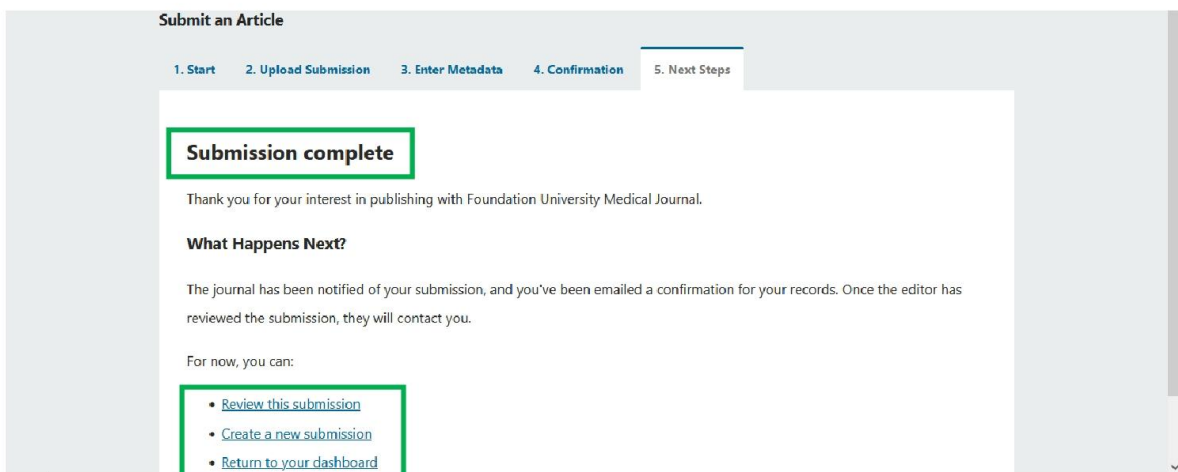
**Submit an Article**

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

[Finish Submission](#) [Cancel](#)

**Step 8:** Congratulations! Your online submission is complete and will be confirmed to you (a) this on-screen message, and (b) submission acknowledgement on your registered email address with a link to your dashboard for further correspondence. You may now (a) review the submission, and/or (b) create a new submission, and/or proceed to your dashboard.



**Submit an Article**

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

**Submission complete**

Thank you for your interest in publishing with Foundation University Medical Journal.

**What Happens Next?**

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

## **APPENDIX-B: GUIDE FOR AUTHORS**

### **1. Manuscript Submission**

Manuscript Submission at Foundation University Medical Journal (FUMJ) is online via the **OJS** only. We do not accept submissions via email, nor hard copies by hand or post. All manuscripts must be submitted by the corresponding author. The instruction for using OJS can be found at <https://docs.pkp.sfu.ca/learning-ojs/en/authoring>.

If you have trouble uploading and submitting the manuscript, email us at [fumj@fui.edu.pk](mailto:fumj@fui.edu.pk) for guidance. The office contact details are given below:

#### **Editorial Office**

Foundation University Medical Journal (FUMJ)  
Foundation University Medical College  
Foundation University School of Health Sciences  
Defense Avenue, DHA Phase 1  
Islamabad, Pakistan  
**UAN:** +92-51-111 384 (FUI) 111  
**Phone:** +92-51-5788171 Extension: 207

All manuscripts submitted for publication must be accompanied by a cover letter certifying the originality of the work, freedom from conflict of interest, and conduct of research per ethical guidelines established for human subjects and animal welfare. Please note that **no article will be processed without a Cover Letter, Ethical Approval, and Authorship & Conflict of Interest Statement Form**. Upon initial submission, the team confirms if all the valid documents are present and complete. If the submission is incomplete, the article is returned to the author for completion. The authors will have two weeks to complete the submission. Failure to do so within the time limit will result in the automatic deletion of the article from the online submission system without prior notice. There is **no publication fee to submit or publish content in FUMJ**.

### **2. Manuscript Preparation and Format**

The main document with the manuscript text and tables should be prepared with MS Word in proper and clear British English. This journal adheres to a double-blinded peer-review policy. The title page should **NOT** be included in the main document. The manuscript text should be typewritten in double-spaced, 12-point font, Alignment justified throughout, Continuous line numbers, Times New Roman on A4 sized paper with 2.5 cm margins on the top, bottom, right, and left. Page numbers should be added at the bottom right corner.

The arrangement of the sections is as follows: Title Page, Abstract and Keywords, Introduction, Materials and Methods, Results, Discussion, Conclusion, Acknowledgments (if any), Disclaimer, Conflict of Interest, Ethical statement, Funding Disclosure, Supplementary Materials (if any), Authors' contributions, References, Tables, and Figures with Legend for Figures. Make sure to

start each section on a new page. Tables and figures should be included at the end of the manuscript and not in the middle of the text. Additional material, which is not pivotal, but supporting in nature to the theme of the manuscript, can be submitted as “Supplementary Material” and will be published only online (not in print).

Authors should be limited the use of abbreviations to a minimum. Abbreviations are not to be used in titles. Abstracts may contain abbreviations for terms mentioned many times in the Abstract, but each abbreviation must be defined the first time it is used. Do not start a sentence with a number. Drug and chemical names should be stated in standard chemical or generic nomenclature. Units of measure should be presented according to the International System (SI) of Units. All units must be preceded by one space except percentage (%) and temperature (°C). Descriptions of genes or related structures in a manuscript should include the names and official symbols provided by the US National Centre for Biotechnology Information (NCBI) or the HUGO Gene Nomenclature Committee. For generic and brand names of medicine, use generic names. If a brand name should be used, insert it in parentheses after the generic name. Failure to do so may result in delays or manuscript unsubmission.

### 3. Manuscript Types

The types of manuscript accepted for publication in FUMJ includes;

**A. Original Article:** These include randomized controlled trials, intervention studies, studies of screening and diagnostic tests, outcome studies, cost-effectiveness analyses, case-control series, and surveys with high response rates.

- Structured abstract: 250 words (Structured format: Objectives, Materials and Methods, Results, Conclusions) with 3 to 6 MeSH keywords.
- Maximum word count of text: 3500 words
- Maximum of 25 references with at least half from the previous five years.
- Maximum 4 allowed tables and figures
- Use the following section headings in the main text: Introduction, Materials and Methods, Results, Discussion, and Conclusion. This is followed by Acknowledgments (if any), Disclaimer, Conflict of Interest, Ethical statement, Funding Disclosure, Supplementary Materials (if any), Authors’ contributions, References, Tables, and Figures with legends for Figures. Do not use any other sub-headings.
- State clearly when and where the study was conducted.
- Quote the ethical approval and informed consent, if applicable.
- A clinical trial number should be included for all randomized controlled trials

**B. Narrative Review:** A narrative or traditional literature review is a comprehensive, critical, and objective analysis of the current knowledge on a topic. It is expected that these articles would be written preferably by individuals who have done substantial work on the subject or are considered experts in the field.

- Unstructured abstract (i.e., no subheadings): 250 words with 3 to 6 MeSH keywords.
- Maximum word count of text 4500 words
- Maximum of 75 references with at least half from the previous five years.
- Maximum 3 allowed tables or figures

- Follow a logical sequence and use sub-headings as required
- FUMJ does not accept narrative review articles written by undergraduate students
- Make sure to state any acknowledgements, disclaimer, conflicts of interest, and funding disclosure.

**C. Systematic Reviews:** A systematic review attempts to identify, appraise and synthesize all the empirical evidence that meets pre-specified eligibility criteria to answer a specific research question. Researchers conducting systematic reviews use explicit, systematic methods that are selected with a view aimed at minimizing bias, to produce more reliable findings to inform decision making.

- Structured abstract: 250 words (Structured format: same as the original article) with 3 to 6 MeSH keywords.
- Maximum word count of text 4500 words
- Maximum of 75 references
- Maximum 4 allowed tables or figures
- Section headings of the main text should be the same as the original article.
- The manuscript should be written following PRISMA guidelines.

**D. Meta-Analysis:** Meta-analysis is a systematic review of a focused topic in the literature that provides a quantitative estimate of the effect of a treatment intervention or exposure. It includes the use of statistical methods to summarize the results of independent studies. By combining information from all relevant studies, meta-analysis can provide more precise estimates of the effects of health care than those derived from the individual studies included within a review. Not all systematic reviews contain meta-analysis.

- Structured abstract: 250 words (Structured format: Same as the original article) with 3 to 6 MeSH keywords.
- Maximum word count of text 4500 words
- Maximum of 75 references
- Maximum 3 allowed tables or figures
- Section headings of the main text should be the same as the original article.
- The manuscript should be written following PRISMA guidelines.

**E. Case Report:** These are short discussions of a case or case series with unique features not previously described that make an important teaching point or scientific observation. They may describe novel techniques or use of equipment, or new information on diseases of importance.

- Unstructured abstract (i.e., no subheadings): 150 words with 3 to 6 MeSH keywords.
- Maximum word count of text 1250 words
- Maximum of 20 references
- Maximum 2 allowed tables or figures
- Section headings of the main text should be Introduction, Case Report (state clearly when the case was seen, describe the follow-up of the patient), Discussion, Conclusion, Acknowledgments (if any), Disclaimer, Conflict of Interest, Ethical statement, Funding Disclosure, Supplementary Materials (if any), Authors' contribution, References, Tables, and Figures with Legend for Figures. Do not use any other sub-headings.
- Ensure that a statement is present within the text of your manuscript which declares that the consent of the patient/guardian was taken before the writing of the manuscript. FUMJ

does not require a signed patient consent form; however, keep it with you in case the journal asks for it in the future to verify this.

**F. Short Communication:** These reports should be concise presentations of preliminary experimental results, instrumentation and analytical techniques, or aspects of clinical or experimental practice that are not fully investigated, verified, or perfected but which may be of widespread interest or application. The Editors reserve the right to decide what constitutes Short Communication.

- Unstructured abstract: 150 words with 3 to 6 MeSH keywords.
- Maximum word count of text 1500 words
- Maximum of 10 references
- Maximum 2 allowed tables or figures
- Use the following three headings in the main text: Introduction, Patients/Materials and Methods, Results, and Conclusion. This is followed by Acknowledgments (if any), Disclaimer, Conflict of Interest, Ethical statement, Funding Disclosure, Supplementary Materials (if any), Authors' contributions, References, Tables, and Figures with legends for Figures. Do not use any other sub-headings.

**G. Letter to the Editor:** These should be short and decisive observations or a short comment on a previously published article within the journal. A letter to the Editor is a brief report that is within the journal's scope and of particular interest to the community, but is not suitable as a standard research article. They should not be preliminary observations that need a later paper for validation.

- Abstract and keywords: Not required.
- Maximum word count of text: 500 words
- Maximum of 5 recent references
- Maximum 1 allowed table or figure
- Should not be signed by more than 3 authors
- No section heading is required in the main text however, state Acknowledgement (if any), Disclaimer, Conflict of Interest, Ethical Statement, Funding Disclosure and Authors Contribution before the References.
- Letters to the Editor may be edited for clarity or length and may be subject to peer review at the Editors' discretion.

#### 4. Reporting Guidelines

Authors are strongly encouraged to refer to the scientific reporting guidelines for health research, hosted by the EQUATOR Network (Enhancing the Quality and Transparency of Health Research).

Authors should adhere to these scientific reporting guidelines when drafting their manuscripts. Separate guidelines are available for each study design and topic under study. Although FUMJ has not submitted these checklists mandatory, doing so will aid in the processing of the manuscripts. The most used study design methods are STROBE (Observational Studies in Epidemiology e.g., cohort, case-control, and cross-sectional studies), CONSORT (Randomized Control Trials), TREND (Non-Randomized Controlled Trials), PRISMA (Systematic Reviews and Meta-Analyses), MOOSE (Meta-Analysis of Observational Studies), CARE (Case Reports), ORION

(Infection Control Intervention Studies), STARD (Diagnostic Accuracy Studies), and SPIRIT (Study Protocols). If you are not sure which guideline to use, use the new tool developed by EQUATOR Network and Penelope Research to guide the authors.

## 5. General Guidelines

### A. Title Page

The title page should contain the following information (in order, from the top to bottom of the page): Article category, article title, names (spelt out in full) of all authors\*, and the institutions with which they are affiliated; indicate all affiliations with a superscripted Arabic numeral after the author's name and in front of the matching affiliation, email addresses of all the authors and corresponding author details in the last (name, e-mail, mailing address, telephone, and fax numbers).

\*The name of each author should be written with the family name last, e.g., Hamida Jamil, and authorship is restricted only to direct participants who have contributed significantly to the work; each author may list a maximum of 3 affiliations only.

### B. Abstract and Keywords

An abstract (no longer than 250 words) and 3-6 relevant keywords (in alphabetical order) are required for the following article categories: Original Articles, Narrative Reviews, Systematic Reviews and Meta-analysis. For Case Reports and Short Communications, an abstract should be no longer than 150 words and 3-6 relevant keywords.

Abstracts for Narrative Reviews, Case Reports, and Short Communications should be unstructured (in one single paragraph with no section headings) and include information on the background/purpose of the report, methods, results (or case report), and conclusions.

Abstracts for Original Articles, Systematic Reviews and meta-analyses should be structured into the following sections:

**Objective:** Briefly explain the importance of the study topic and state a precise study question/purpose/objective.

**Materials and methods:** Briefly introduce the methods used to perform the study; include information on the study design, setting, subjects, interventions, outcome measures, and analyses as appropriate.

**Results:** Briefly present the significant results, with data and statistical details such as *p*-values where appropriate; be sure that information in the abstract matches that in the main text.

**Conclusion:** State the meaning of your findings, be careful to address the study question directly, and confine your conclusions to aspects covered in the abstract; give equal emphasis to positive and negative findings.

Keywords should be taken from the [Medical Subject Headings \(MeSH\) list of Index Medicus](#)

No abstract or keywords are required for Correspondence and Letters to the Editor.



### **C. Main Text**

The main text for Original Articles, Systematic Reviews, Meta-analysis and Short Communications should be organized into the following sections: Introduction, Materials and Methods, Results, Discussion, and Conclusion. This is followed by Acknowledgments (if any), Disclaimer, Conflict of Interest, Ethical statement, Funding Disclosure, Supplementary Materials (if any), Authors' contributions, References, Tables, and Figures with legends for Figures. Sub-headings are not allowed however, for Systematic Reviews and Meta-analysis, following PRISMA guidelines, the author can use sub-headings for clarification and ease of reading.

Sections for Case Reports are Introduction, Case Report (state clearly when the case was seen, describe the follow-up of the patient), Discussion, Conclusion, Acknowledgments (if any), Disclaimer, Conflict of Interest, Ethical statement, Funding Disclosure, Supplementary Materials (if any), Authors' contribution, References, Tables, and Figures with Legend for Figures. Do not use any other sub-headings. For all article categories, each section should begin on a new page.

### **D. Abbreviations**

Where a term/definition will be continually referred to, it must be written in full when it first appears in the text, followed by the subsequent abbreviation in parentheses. Thereafter, the abbreviation may be used. An abbreviation should not be first defined in any section heading; if an abbreviation has previously been defined in the text, then the abbreviation may be used in a subsequent section heading. Restrict the number of abbreviations to those that are necessary and ensure consistency of abbreviations throughout the article. Ensure that an abbreviation so defined does appear later in the text (excluding in figures/tables), otherwise, it should be deleted.

### **E. Numbers**

Numbers that begin a sentence or those that are less than 10 should be spelt out using letters. Centuries and decades should be spelt out, e.g., the Eighties or nineteenth century. Laboratory parameters, time, temperature, length, area, mass, and volume should be expressed using digits.

### **F. Units**

Système International (SI) units must be used, except for blood pressure values which are to be reported in mmHg. Please use the metric system for the expression of length, area, mass, and volume. Temperatures are to be given in degrees Celsius.

### **G. Names of Drugs, Devices and Other Products**

Use the Recommended International Nonproprietary Name (rINN) for medicinal substances, unless the specific trade name of a drug is directly relevant to the discussion. Generic drug names should appear in lowercase letters in the text. If a specific proprietary drug needs to be identified,

the brand name may appear only once in the manuscript in parentheses following the generic name the first time the drug is mentioned in the text.

For devices and other products, the specific brand or trade name, the manufacturer, and their location (city, state, country) should be provided the first time the device or product is mentioned in the text, for example, "SPSS version 21 was used (SPSS Inc., Chicago, IL, USA)". Thereafter, the generic term (if appropriate) should be used.

## **H. Gene nomenclature**

Current standard international nomenclature for genes should be adhered to. For human genes, use genetic notation and symbols approved by the [HUGO Gene Nomenclature Committee](#). Besides, you can also access [The Human Genome Variation Society](#) which guides naming mutations. In your manuscript, genes should be typed in italic font and include the accession number.

## **I. Statistical requirements**

Statistical analysis is essential for all research papers except Narrative Reviews and Case Reports. Use correct nomenclature of statistical methods (e.g., two-sample t-test, not unpaired t-test). Descriptive statistics should follow the scales used in the data description. Inferential statistics are important for interpreting results and should be described in detail. All  $p$ -values should be presented to the third decimal place for accuracy. The smallest  $p$ -value that should be expressed is  $p < 0.001$  since additional zeros do not convey useful information; the largest  $p$ -value that should be expressed is  $p > 0.99$ .

## **J. Personal communications and unpublished data**

These sources cannot be included in the references list but may be described in the text. The author(s) must give the full name and highest academic degree of the person, the date of the communication, and indicate whether it was in oral or written (letter, fax, e-mail) form. A signed statement of permission should be included from each person identified as a source of information in a personal communication or as a source for unpublished data.

## **K. Tables**

Tables should supplement, not duplicate, the text. They should have a concise table heading, be self-explanatory, and be numbered consecutively in the order of their citation in the text. Items requiring explanatory footnotes should be denoted using superscripted lowercase letters (a, b, c, etc.), with the footnotes arranged under the table in alphabetical order. Asterisks (\*, \*\*) are used only to indicate the probability level of tests of significance. Abbreviations used in the table must be defined and placed after the footnotes in alphabetical order. If you include a block of data or table from another source, whether published or unpublished, you must acknowledge the original source by adding a credit line as the first footnote beneath each table. This credit line should be a complete bibliographical listing of the source publication (as a reference), or other credit lines as supplied by the copyright holder. For example, "Reprinted with permission from Calfee DR,

Wispelwey B. Brain abscess. *Semin Neurol* 2000;20:357.” (“Data from . . .” or “Adapted from . . .” may also be used, as appropriate.)

Do not intersperse tables in the text. Tables should appear before the figure legends. Insert a page break between the end of the table and the start of the figure legends. If a table contains artwork, supply the artwork separately as a digital file.

## **L. Figures**

### ***General guidelines***

The number of figures should be restricted to the minimum necessary to support the textual material. Figures should have an informative figure legend and be numbered in the order of their citation in the text. All symbols and abbreviations should be defined in the figure legend in alphabetical order. Items requiring explanatory footnotes should follow the same style as that for tables as described in Section "Tables". It is best to use Adobe Photoshop to create and save images, and Adobe Illustrator for line art and labels. Do not submit art created in Microsoft Excel, Word, or PowerPoint. These files cannot be used by the typesetter.

Unless you have written permission from the patient (or, where applicable, the next of kin), the personal details (such as their name, date of the birth, hospital or social security numbers, or other personal or identifying information) of the patient must be removed. If their face is shown, use a black bar to cover their eyes so that they cannot be identified.

All lettering should be done professionally and should be in proportion to the drawing, graph, or photograph. Photomicrographs must include an internal scale marker, and the legend should state the type of specimen, original magnification, and stain.

Figures must be submitted as separate picture files at the correct resolution. The files should be named according to the figure number, e.g., “Fig1.tif”, “Fig2.jpg”.

Images of patients or research subjects should not be used unless the information is essential for scientific purposes and explicit permission has been given as part of the consent. Even where consent has been given, identifying details should be omitted if they are not essential.

If identifying characteristics are altered to protect anonymity, authors should provide assurances that such alterations do not distort scientific meaning.

### ***Formats***

Regardless of the application used, when your electronic artwork is finalized, please “save as” or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

EPS: Vector drawings. Embed the font or save the text as “graphics”.

TIFF: Color or grayscale photographs (halftones) — always use a minimum of 300 dpi (dots per inch).

TIFF: Bitmapped line drawings — use a minimum of 1000 dpi.

TIFF: Combination of bitmapped line/halftone (colour or grayscale) — a minimum of 600 dpi.

Black-and-white artwork can be halftone (or grayscale) photographs, radiographs, drawings, line art, graphs, and flowcharts. FUMJ/OJS will only accept digital artwork. For best results, line art should be black on a white background. Lines and types should be clean and evenly dark. Avoid screens or cross-hatching, as they can darken or be uneven in printing and lead to unacceptable printing quality. All colour artworks should be saved in CMYK, not RGB.

Please do not: Supply files that do not meet the resolution requirements detailed above; Supply files that are optimized for screen use (such as GIF, BMP, PICT, WPG) as the resolution is too low; Submit graphics that are disproportionately large for the content.

Lower resolutions (less than 300 dpi) and JPEG format (.jpg extension) for grayscale and colour artwork are strongly discouraged due to the poor quality they yield in printing, which requires 300 dpi resolution for sharp, clear, detailed images. JPEG format, by definition, is a lower resolution (compressed) format designed for quick upload on computer screens.

Arrows, asterisks, and arrowheads (or other markers) should be white in dark or black areas and black in light or white areas, and large. If not, these highlighting marks may become difficult to see when figures are reduced in size during the typesetting process. Use 1-point (or thicker) rules and leader lines. Capitalize the first word of each label and all proper nouns. Consider using all capitals if you need a higher level of labels. Where there are alternate terms or spellings for a named structure, use the most common one and make sure it is consistent with what is used in the text. Avoid using multiple fonts and font sizes for the labels; use only one or two sizes of a serif font.

## **M. Acknowledgments**

After the conclusion section, general acknowledgements for consultations and statistical analyses should be listed concisely, including the names of the individuals who were directly involved. Consent should be obtained from those individuals before their names are listed in this section. Those acknowledged should not include secretarial, clerical, or technical staff whose participation was limited to the performance of their normal duties.

## **N. Conflict of Interest**

It is required that a list of disclosures from every named author is submitted alongside the manuscript. In it, each author should identify any financial or non-financial conflicts relevant to the article. If no conflicts exist, please state so in this section.

## **O. Funding Disclosure**

All sources of grants received, and their spending should be disclosed. If there is no funding disclosure, authors should still include this heading and write “The author(s) received no financial support for the research, authorship, and/or publication of this article.”

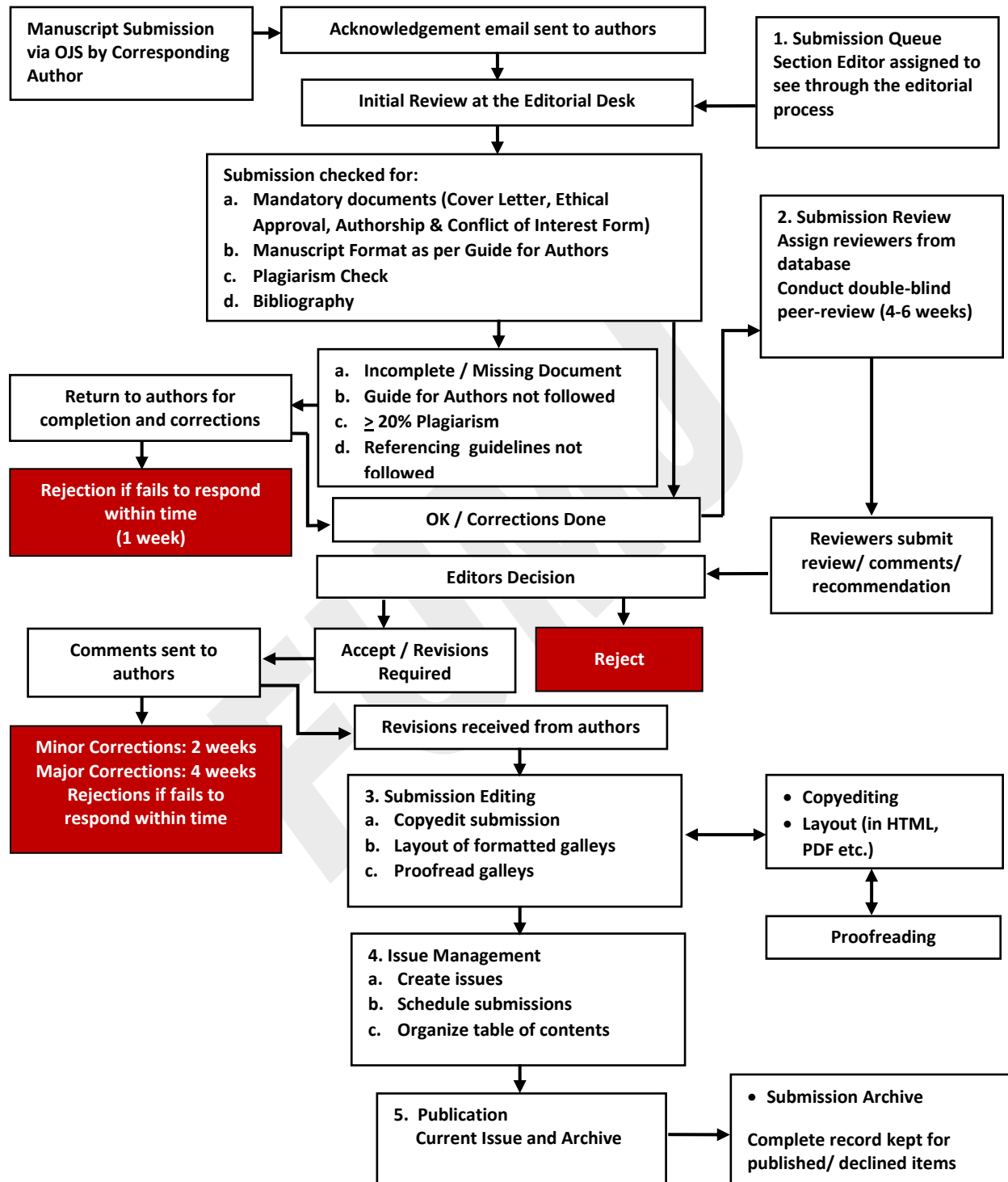
## P. Reference Guide

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## APPENDIX-C: MANUSCRIPT PROCESSING FLOW CHART



## **APPENDIX-D: AUTHORSHIP AND CONFLICT-OF-INTEREST FORM**

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## **APPENDIX-E: COVER LETTER TEMPLATE**

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On behalf of the authors, I wish to submit our [**Mention type of Manuscript: Original Article/Review Article/Case Report/Systematic Review/Meta-Analysis/Letter to the Editor**] titled “[**Complete title of the manuscript**]” for consideration by the Foundation University Medical Journal.

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