

## **GUIDELINES TO AUTHORS**

- **Submission of Contributions and Correspondence is to be addressed to**

Chief Editor

Journal of

Universal College of Medical Sciences

Bhairahawa, Rupandehi, Nepal.

- **The papers may be e-mailed to [ucmsjournal@gmail.com](mailto:ucmsjournal@gmail.com)**

- **Authors have to give the following undertakings along with their article.**

1. I/we declare that this article is original and has not been submitted in any other journal for publication.
2. I/we also declare that I/we surrender all the rights to the editor of the journal and the article if published will be the property of the journal and we will not publish it anywhere else, in full or part, without permission of the Chief Editor.
3. Institutional review board /committee clearance certificate from the institution where work/research was done, is required to be submitted.

Signature of main author

Note :-

**THE AUTHORS ARE SOLELY RESPONSIBLE FOR CONTENTS OF THEIR ARTICLES AND  
THE EDITORIAL BOARD WILL NOT BE RESPONSIBLE FOR THE SAME.**

## MANUSCRIPT

---

### Format

1. Articles must be written in English, (precise and concise).
2. Only soft copies of the articles be sent by email or C.D.
3. A hard copy if submitted should be accompanied by C.D.
4. The number of authors must not exceed six.
5. Articles must be specified as follows :-
  - a) Review article
  - b) Original article
  - c) Case report
  - d) Medical education
  - e) Letters to editor
6. The manuscript must be :-
  - a) Typed double spaced
  - b) In Times New Roman font size -12
  - c) 2.5 cm margin should be left
  - d) Pages must be numbered
  - e) Use italics for emphasis
7. The original articles should have the following heads :-
  - a) Abstract with key words
  - b) Introduction-aims of the study
  - c) Material and methods (study design)
    - Duration
    - Place of study
    - Statistical analysis
    - Exclusion criteria

Tables should be self explanatory and duplication in the text is not permissible.

  - d) Results
  - e) Discussion
  - f) Conclusion
  - g) Acknowledgement (if any)
  - h) References
8. Case reports:-
  - a) It should include four sections: abstract with keywords, introduction, case report and discussion.
  - b) The identity of the patient must not be revealed by text or figures. If the figure/picture tends to reveal the identity of the individual, it is the responsibility of the author to take written consent from the patient before submitting the manuscript.
  - c) Introduction should introduce the case in short and highlight the importance of presenting it as a case report in the journal.
9. Review article:-
  - a) Review article must incorporate various aspects of the topic chosen, and should also incorporate latest researches and findings. It should not merely be collection of quotes from textbooks or very old articles of journals that does not contribute anything new to the scientific literature base already available.
  - b) Ideal contents of a review:
    - What is problem?
    - Historical background
    - Basic sciences
    - Methodology
    - Discussion
    - Conclusions
    - Recommendations
    - The futureThe ideal review should be topical, up to date, balanced, accurate, authoritative and quotable.
10. References should be cited according to Vancouver System.
11. Letter to editor should be short and clear and should be related to articles previously published in the journal.
12. Manuscripts will not be returned or preserved if not published. However soft copy of the journal will be sent to the author, whose article has been published. (by e-mail).
13. Identity of the patient is not to be exposed in the article or figures.
14. The patient's identity can be disclosed only after written permission from the patient/guardian and authors will be solely responsible for the same.
15. All the authors are to sign their article.

---

### SUBSCRIPTION CHARGES

	INSTITUTION Single copy/Annual	INDIVIDUAL Single copy/Annual
NEPAL	NRS. 300/1000	NRS. 200/700
SAARC COUNTRIES	IRS. 300/1000	IRS.200/700
OTHER COUNTRIES	US\$ 40/100	US\$ 20/75

### ADVERTISEMENT CHARGES

S.NO	PAGE	RATE (NC)
1.	FULL BACK COVER	15000
2.	FULL INSIDE OF FRONT COVER	12000
3.	FULL INSIDE	10000
4.	HALF SIDE	8000
5.	QUARTER	4000