

PAKISTAN PEDIATRIC JOURNAL INSTRUCTIONS FOR AUTHORS

INFORMATION FOR CONTRIBUTORS

Pakistan Pediatric Journal (PPJ) is the official publication of the Pakistan Pediatric Association. The first issue was published in 1977 as Pakistan Pediatric Journal, (ISSN No.0304-4904). Since then, the journal has been published quarterly without interruption. The journal aims to contribute to improvement of the health of children.

The manuscripts are categorized as original research articles, case reports, review articles, short reports, special feature articles in the field of Pediatrics and its subspecialties, letter to editor, clinical practice guidelines, annotations, editorial, book reviews and notes and notices.

Manuscripts should be prepared in accordance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals established by Vancouver group (International Committee of Medical Journal Editors, ICMJE <http://www.icmje.org/icmjerecommendations.pdf>) and should not have been offered for publication elsewhere or published previously. Authors should disclose at the time of submission, information on financial conflicts of interest that may influence the manuscript.

All accepted manuscripts should be accompanied by a **signed undertaking statement by all authors** regarding authorship criteria, responsibility, financial disclosure and acknowledgement, as per standard format at the end of the instruction to the author. The manuscript should also be accompanied by **ethical certificate** issued by ethical review committee or institutional review board. The statement with original signatures is to be sent by post or scanned copy by e-mail. Manuscript should be submitted by the **corresponding authors**, who should indicate the address, phone number and e-mail address for correspondence, in the title page of manuscripts.

EDITORIAL AND PEER REVIEW PROCESS

Editorial and Review Board of Pakistan Pediatric Journal follows blinded peer review process of all the submitted manuscripts. The manuscripts are

sent to two most relevant reviewers for review of the article including statistical review.

Acceptance of the manuscript is decided, based on the critique and recommended decision of the reviewers. A reviewer's decision is made as "acceptance without revision", "acceptance after revisions", "review again after revisions", "rejection" and "additional review by outside reviewers". If there is marked discrepancy in the decisions between the reviewers or in opinions between the author and reviewers, the Editor may send the manuscript to other reviewers for additional comments and recommended decision. Names and decisions of the referees are masked. A final decision on acceptance or rejection for publication is forwarded to the corresponding author from the Editorial Office.

All those designated as authors should meet all four criteria for authorship as stated in ICMJE recommendations (<http://www.icmje.org/icmje-recommendations.pdf>)

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work
2. Drafting the work or revising it critically for important intellectual content
3. Final approval of the version to be published
4. 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.

PPJ strongly discourages gift authorship. Mere supervision, collection of data, statistical analysis and language correction do not grant authorship rights.

GENERAL CATEGORIES

1. Invited **review articles** describe concise review on important subjects of child health. Review articles are accepted after editorial evaluation. The review article has an abstract which is non-structured and is of upto 200-250 words. The length of review article should be

between 2500 and 4000 words (maximum of 6000 words in special case). There should be 40 to 60 references.

2. **Original Articles:** These should include a title, abstract, key words, introduction, materials and methods, results, discussion and conclusions, (acknowledgements) and references. An original article should be of about 2000-3000 words excluding abstract and references.

Title: Use a separate page. Give the title of the article, names(s) and academic degrees of author(s) place(s) where the work was done, address for correspondence and a running title (that is carried on subsequent pages). Running title should have not more than 10 words.

Structured Abstract: (separate page) It should comprise of not more than 200-250 words and should include Objective, Study Design, Place and Duration of Study, Material and Methods, Results, Conclusion and Key words.

Introduction: It should briefly state the purpose of study, pertinent but not extensive review of the subject with 5-6 references.

Materials and Methods: It should describe the criteria for selection of material and identify clearly the methods, materials and apparatus used and the statistical tests applied to interpret the data. Avoid using names of patients or other clues that can lead to disclosure of their identity.

Results: These should be presented systematically. This section includes script, tables or figures (without repetition as far as possible).

Discussion: The author/s comments on the observations, conclusions drawn, implications of the study, its limitations and how the study compares with other similar or relevant studies. Recommendations for further study may be recorded when indicated. Discussion ordinarily should not be more than one third of the total length of the manuscript. This section should include, in the order specified: (i) a summary of the major findings, (ii) their relationship to other similar studies, (iii)

strength and limitations of methods. Avoid unqualified statements and conclusions not completely supported by the data.

Conclusion: This section provides inferences drawn from the observations made in the study. The conclusions should be aligned to the objectives of the study.

Acknowledgements: These should be recorded on a separate paper.

References: The data should be supported with 15 to 25 references, which should include local as well as international references. More than 50% of the references should be from the last five years from the date of submission. These must be numbered in the order according to which they appear in the text and should include all information in Vancouver style.

3. **Case reports** usually describe an unusual or novel occurrence. The most common reasons for publishing a case are the following 1500-2000 words: 1) an unexpected association between diseases or symptoms; 2) an unexpected event in the course of disease or during treatment of a patient; 3) findings that shed new light on the possible pathogenesis of a disease or an adverse effect; 4) unique or rare features of a disease and; 5) unique therapeutic approaches. Case reports include the following components: an abstract, an introduction, the case report, a discussion and references. 'Abstract' for the case report should be non-structured of not more than 100-150 words. The introduction gives a brief overview of the problem. 'Case report' provides the details of the case. 'Discussion' focuses on why the case is noteworthy, the problem that it addresses, a summary of the existing literature, narrowing down to the main challenge in the case. The last section includes up to 15 'references'.
4. **Special feature articles** as and when but shall follow the pattern of original or review articles.
5. **Clinical Practice Guidelines/ Recommendations:** In order to streamline the diagnosis, management and prevention of various childhood problems, Pakistan

Pediatric Journal publishes guidelines and recommendations formulated by various groups of National Associations/Societies. The guidelines have desirable validity, reliability and reproducibility, clinical applicability, flexibility, clarity and documentation.

For indexing purposes, the author of the guidelines would be the name of the organization/working group e.g. Pakistan Pediatric Association or a group e.g. Pediatric cardiology group. However, names of up to six persons as writing committee may be placed at the end of the manuscript before 'References'.

The manuscript should consist of an abstract (200-250 words), introduction, aims and objectives, text (3000-4000 words), recommendations and references (limited to 50). The number of figures and tables should be limited to maximum of 5 each.

Abstract should be structured as justification, process, objectives, and recommendations.

Text should be arranged in headings of introduction, aims and objectives, recommendations, and references.

6. **Short Reports:** These must not exceed 1000 words, including an abstract of no more than 50 words, 1 or 2 tables or illustrations and 5-6 references. The table title should be less than 8 words.
7. **Annotation/Editorial:** Suggestions for topics and for authors are welcome. Usually these are written by the editors.
8. **Letter to Editor:** Should contain not more than 300 words with few references and should be signed by all the authors. Readers are invited to freely contribute to this column as regard their experience, important pediatric research etc.
9. **Book reviews:** Are also welcome from readers.
10. **Notes & Notices:** Association news, forthcoming events, conferences and other academic and literary pursuits etc are included.

PPJ PLAGIARISM POLICY

PPJ follows the ICMJE, PMDC and HEC guidelines/criteria for all types of plagiarism. The same can be accessed at www.icmje.org, www.pmdc and www.hec.gov.pk. All the submitted manuscripts are subjected to plagiarism checking through the software Turnitin (courtesy HEC). Manuscripts with similarity index more than 19% are not processed further unless rectified. It is the authors' responsibility to apprise themselves of plagiarism in any form including paraphrasing and self-plagiarism. Manuscripts submitted to PPJ can be sent to HEC, other medical journals' editors and international agencies for authentication of originality. The disciplinary committee of PPJ would deal with cases of plagiarism and comprise of the staff, editors and the Chief Editor or his representative.

PPJ POLICY FOR MULTIPLE SUBMISSIONS

For a plagiarized article (multiple submissions) in processing, the identification of act will lead to dropping of article from further processing / consideration of publication. The corresponding author will be required to give an explanation on demand. In case of an unsatisfactory reply, the matter will be referred to the disciplinary committee that may decide the course of action. For published articles, the allegedly plagiarized article will be temporarily retracted from publication and a notice to the effect will be published in the PPJ. The author will be served an explanation demand. In case of non-response in the stipulated time or unsatisfactory explanation, the article will be permanently retracted and the author will be blacklisted. HEC, PMDC and author's institute will also be notified. In case of multiple submissions, other editors will also be informed. The author(s) will have to provide documentary proof of retraction from publication, if such a defense is pleaded. Those claiming intellectual / idea or data theft of an article must provide documentary proof in their claim.