

Fax: 91-11-22754205 E-mail: redflowerppl@vsnl.net Web: www.rfppl.co.in

Guidelines for authors

1. COVERING LETTER FOR SUBMISSION:
Dated:
The Editor
Subject: Submission of Manuscript for the (Name of the Journal)
Dear Sir/Madam
Please find my submission of manuscript titled '' for possible publication in your journal.
I hereby affirm that the contents of this manuscript are original. Furthermore it has neither been published elsewhere in any language fully or partly, nor is it under review for publication anywhere.
I affirm that all author (s) have seen and agreed to the submitted version of the manuscript and their inclusion of name (s) as co-author (s). Also, if our/my manuscript is accepted, I/We agree to comply with the formalities as given on the website of journal & you are free to publish our contribution to any of your journals.
Name of corresponding Author:
Designation:
Affiliation with full address & Pin Code:
Residential address with Pin Code:
Mobile Number (s):
Landline Number (s):
E-mail Address:
Alternate E-mail Address:

2. SUBMISSION OF ARTICLE

We request you to please submit your paper through online using the following link for **fast process and publication**. Further you are requested to please complete the following formalities for further process your article.

- Declaration form signed by all authors to be submitted originally, through e-mail (scanned copy) or by post. Which is available on http://rfppl.co.in/download_doc.php?mid=16
- Pay required processing charges against this article, if you are not EIC or editorial board member of the respective journal. Which is available on http://rfppl.co.in/processing_table.php?mid=5
- You can use Author Guidelines to make sure that the article is according to our journal format, which is available on http://rfppl.co.in/download_doc.php?mid=16
- You can use template for the Preparation of the Manuscript. Which is available on http://rfppl.co.in/download_doc.php?mid=16

You can submit your article through mail across our mail id.

E-mail:

<u>author.rfp@gmail.com</u> <u>author@rfppl.co.in</u>

For online Submission

For online Submission go through link: http://rfppl.co.in/customer_index.php

Steps for online Submission of article

Step 1: Register yourself by using New Registration button. (In case you are not registered)

Step 2: you login yourself by using your E-mail and password, you will go to your profile page.

Step 3: In your profile page to submit article, click on submit/manage/ Review article

Step 4: Choose the journal for which you are submitting your article and click on green arrow button on right side.

Step 5: Here you submit your article.

- I) First Page File: Prepare the title page, covering letter, acknowledgement, etc. using a word processor program. All information which can reveal your identity should be here. use text/rtf/doc/PDF files. Do not zip the files.
- 2) Article file: The main text of the article, beginning from Abstract till References (including tables) should be in this file. Do not include any information (such as acknowledgement, your name in page headers, etc.) in this file. Use text/rtf/doc/PDF files. Do not zip the files. Limit the file size to 400 kb. Do not incorporate images in the file. If file size is large, graphs can be submitted as images separately without incorporating them in the article file to reduce the size of the file.
- 3) Images: Submit good quality color images. Each image should be less than 100 kb in size. Size of the image can be reduced by decreasing the actual height and width of the images (keep up to 400 pixels or 3 inches). All image formats (jpeg, tiff, gif, bmp, png, eps etc.) are acceptable; jpeg is most suitable.

Legends: Legends for the figures/images should be included at the end of the article file.

If the manuscript is submitted online, the Declaration and Copyright Transfer Form has to be submitted in original with the signatures of all the contributors within two weeks from submission. Please send scanned copy of Declaration and Copyright Transfer Form through author@rfppl.co.in or hard copy by post to Editorial office: Red Flower Publication Pvt. Ltd., 48/41-42, DSIDC, Pocket-II, Mayur Vihar Phase-I, Delhi – 110 091, India, Phone: 91-11-22754205, 45796900, Fax: 91-11-22754205, E-mail: redflowerppl@gmail.com Website: www.rfppl.co.in

3. PREPARATION OF THE MANUSCRIPT

Manuscripts must be prepared in accordance with "Uniform requirements for Manuscripts submitted to Biomedical Journal" developed by international committee of medical Journal Editors.

Types of Manuscripts and Limits

Original articles: Up to 3000 words excluding references and abstract and up to 10 references.

Review articles: Up to 2500 words excluding references and abstract and up to 10 references.

Case reports: Up to 1000 words excluding references and abstract and up to 10 references.

The text of observational and experimental articles should be divided into sections with the headings: Introduction, Methods, Results, Discussion, References, Tables, Figures, Figure legends, and Acknowledgment. Do not make subheadings in these sections.

Title Page

The title page should carry

- 1) Type of manuscript (e.g. Original article, Review article, Case Report)
- 2) The title of the article, which should be concise, but informative;
- 3) Running title or short title not more than 50 characters;
- 4) The name by which each contributor is known (Last name, First name and initials of middle name), with his or her highest academic degree(s) and institutional affiliation:
- 5) The name of the department(s) and institution(s) to which the work should be attributed;
- 6) The name, address, phone numbers, facsimile numbers and e-mail address of the contributor responsible for correspondence about the manuscript;
- 7) The total number of pages, total number of photographs and word counts separately for abstract and for the text (excluding the references and abstract);
- 8) Source(s) of support in the form of grants, equipment, drugs, or all of these;
- 9) Acknowledgement, if any; and
- IO) If the manuscript was presented as part at a meeting, the organization, place, and exact date on which it was read.

Abstract Page

The second page should carry the full title of the manuscript and an abstract (of no more than 150 words for case reports, brief reports and 250 words for original articles). The abstract should be structured and state the Context (Background), Aims, Settings and Design, Methods and Material, Statistical analysis used, Results and Conclusions. Below the abstract should provide 3 to 10 keyword.

Introduction

State the purpose of the article and summarize the rationale for the study or observation.

Methods

The methods section should include only information that was available at the time the plan or protocol for the study was written; all information obtained during the conduct of the study belongs in the Results section.

Reports of randomized clinical trials should be based on the CONSORT Statement (http://www.consort-statement.org). When reporting experiments on human subjects, indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) and with the Helsinki Declaration of 1975, as revised in 2000 (available at http://www.wma.net/e/policy/I 7-c_e.html).

Results

Present your results in logical sequence in the text, tables, and illustrations, giving the main or most important findings first. Do not repeat in the text all the data in the tables or illustrations; emphasize or summarize only important observations. Extra or supplementary materials and technical detail can be placed in an appendix where it will be accessible but will not interrupt the flow of the text; alternatively, it can be published only in the electronic version of the journal.

Discussion

Include Summary of key findings (primary outcome measures, secondary outcome measures, results as they relate to a prior hypothesis); Strengths and limitations of the study (study question, study design, data collection, analysis and interpretation); Interpretation and implications in the context of the totality of evidence (is there a systematic review to refer to, if not, could one be reasonably done here and now?, what this study adds to the available evidence, effects on patient care and health policy, possible mechanisms); Controversies raised by this study; and Future research directions (for this particular research collaboration, underlying mechanisms, clinical research). Do not repeat in detail data or other material given in the Introduction or the Results section.

References

List references in alphabetical order. Each listed reference should be cited in text (not in alphabetic order), and each text citation should be listed in the References section. Identify references in text, tables, and legends by Arabic numerals in square bracket (e.g. [10]). Please refer to ICMJE Guidelines

(http://www.nlm.nih.gov/bsd/uniform_requirements.html) for more examples.

Standard journal article

- [1] Flink H, Tegelberg Å, Thörn M, Lagerlöf F. Effect of oral iron supplementation on unstimulated salivary flow rate: A randomized, double-blind, placebo-controlled trial. J Oral Pathol Med 2006; 35:540-7.
- [2] Twetman S, Axelsson S, Dahlgren H, Holm AK, Källestål C, Lagerlöf F, et al. Caries-preventive effect of fluoride toothpaste: A systematic review. Acta Odontol Scand 2003; 61:347-55.

Article in supplement or special issue

[3] Fleischer W, Reimer K. Povidone iodine antisepsis. State of the art. Dermatology 1997; 195 Suppl 2:3-9.

Corporate (collective) author

[4] American Academy of Periodontology. Sonic and ultrasonic scalers in periodontics. J Periodontol 2000; 71:1792-801.

Unpublished article

[5] Garoushi S, Lassila LV, Tezvergil A, Vallittu PK. Static and fatigue compression test for particulate filler composite resin with fiber-reinforced composite substructure. Dent Mater 2006.

Personal author(s)

[6] Hosmer D, Lemeshow S. Applied logistic regression, 2nd edn. New York: Wiley-Interscience; 2000.

Chapter in book

[7] Nauntofte B, Tenovuo J, Lagerlöf F. Secretion and composition of saliva. In: Fejerskov O, Kidd EAM, editors. Dental caries: The disease and its clinical management. Oxford: Blackwell Munksgaard; 2003. p. 7-27.

No author given

[8] World Health Organization. Oral health surveys - basic methods, 4th edn. Geneva: World Health Organization; 1997.

Reference from electronic media

[9] National Statistics Online—Trends in suicide by method in England and Wales, 1979-2001. www.statistics.gov.uk/downloads/theme_health/HSQ 20.pdf (accessed Jan 24, 2005): 7-18. Only verified references against the original documents should be cited. Authors are responsible for the accuracy and completeness of their references and for correct text citation. The number of reference should be kept limited to 20 in case of major communications and 10 for short communications.

More information about other reference types is available at www.nlm.nih.gov/bsd/uniform_requirements.html, but observes some minor deviations (no full stop after journal title, no issue or date after volume, etc).

Tables

Tables should be self-explanatory and should not duplicate textual material.

Tables with more than 10 columns and 25 rows are not acceptable.

Number tables, in Arabic numerals, consecutively in the order of their first citation in the text and supply a brief title for each.

Explain in footnotes all non-standard abbreviations that are used in each table.

For footnotes use the following symbols, in this sequence: *, ¶, †, ‡‡,

Illustrations (Figures)

Graphics files are welcome if supplied as Tiff, EPS, or PowerPoint files of minimum 1200x1600 pixel size. The minimum line weight for line art is 0.5 point for optimal printing.

When possible, please place symbol legends below the figure instead of to the side.

Original color figures can be printed in color at the editor's and publisher's discretion provided the author agrees to pay

Type or print out legends (maximum 40 words, excluding the credit line) for illustrations using double spacing, with Arabic numerals corresponding to the illustrations.

Sending a revised manuscript

While submitting a revised manuscript, contributors are requested to include, along with single copy of the final revised manuscript, a photocopy of the revised manuscript with the changes underlined in red and copy of the comments with the point to point clarification to each comment. The manuscript number should be written on each of these documents. If the manuscript is submitted online, the contributors' form and copyright transfer form has to be submitted in original with the signatures of all the contributors within two weeks of submission. Hard copies of images should be sent to the office of the journal. There is no need to send printed manuscript for articles submitted online.

Reprints

Journal provides no free printed reprints, however a author copy is sent to the main author and additional copies are available of payment (ask to the journal office).

Copyrights

The whole of the literary matter in the journal is copyright and cannot be reproduced without the written permission.

Declaration: A declaration should be submitted stating that the manuscript represents valid work and that neither this manuscript nor one with substantially similar content under the present authorship has been published or is being considered for publication elsewhere and the authorship of this article will not be contested by anyone whose name (s) is/are not listed here, and that the order of authorship as placed in the manuscript is final and accepted by the co-authors. Declarations should be signed by all the authors in the order in which they are mentioned in the original manuscript. Matters appearing in the Journal are covered by copyright but no objection will be made to their reproduction provided permission is obtained from the Editor prior to publication and due acknowledgment of the source is made.

Abbreviations: Standard abbreviations should be used and be spelt out when first used in the text. Abbreviations should not be used in the title or abstract.

4. CHECKLIST

Manuscript Title
Covering letter
Copy right form Signed by all contributors
Previous publication/ presentations mentioned Source of funding mentioned
Conflicts of Interest disclosed

Authors

Middle name initials provided.

Author for correspondence, with e-mail address provided.

Number of contributors restricted as per the instructions

Identity not revealed in paper except title page (e.g. name of the institute in Methods, citing previous study as 'our study')

Presentation and Format

Double spacing

Margins 2.5 cm from all four sides

Title page contains all the desired information. Running title provided (not more than 50 characters)

Abstract page contains the full title of the manuscript

Abstract provided: Structured abstract provided for an original article.

Key words provided (three or more)

Introduction of 75-100 words

Headings in title case (not ALL CAPITALS). References cited in square brackets

References according to the journal's instructions

Language and grammar

Uniformly American English Abbreviations spelt out in full for the first time. Numerals from 1 to IO spelt out Numerals at the beginning of the sentence spelt out

Tables and figures

No repetition of data in tables and graphs and in text.

Actual numbers from which graphs drawn, provided.

Figures necessary and of good quality (color)

Table and figure numbers in Arabic letters (not Roman).

Labels pasted on back of the photographs (no names written)

Figure legends provided (not more than 40 words)

Patients' privacy maintained, (if not permission taken)

Credit note for borrowed figures/tables provided

Manuscript provided on a CDROM (with double spacing)

Submitting the Manuscript

- Is the journal editor's contact information current?
- Is a cover letter included with the manuscript? Does the letter
 - 1. Include the author's postal address, e-mail address, telephone number, and fax number for future correspondence?
 - 2. State that the manuscript is original, not previously published, and not under concurrent consideration elsewhere?
 - 3. Inform the journal editor of the existence of any similar published manuscripts written by the author?
 - 4. Mention any supplemental material you are submitting for the online version of your article?

