

Authors Guidelines

1. Abstract and Key-words Abstract:

It must start on a new page carrying the following information:

- (a) Title (without authors' names or affiliations),
- (b) Abstract body,
- (c) Key words,
- (d) Running title.

It should not exceed 250 words excluding the title and the key words. The abstract must be concise, clear and informative rather than indicative. New and important aspects must be emphasized. The abstract must be in a structured form consisting of objectives, methods, results and conclusions briefly explaining what was intended, done, observed and concluded. Authors should state the main conclusions clearly and not in vague statements. The conclusions and recommendations not found in the text of the article should not be given in the abstract.

2. Key words: Provide minimum 3-5 keywords which will help readers or indexing agencies in cross-indexing the study. The words found in title need not be given as key words.

3. Introduction It should start on a new page. Essentially this section must introduce the subject and briefly say how the idea for research originated. Give a concise background of the study. Do not review literature extensively but provide the most recent work that has a direct bearing on the subject. Justification for research aims and objectives must be clearly mentioned without any ambiguity. The purpose of the study should be stated at the end. It should not exceed 500 words.

4. Material and Methods This section should deal with the materials used and the methodology - how the work was carried out. The procedure adopted should be described in sufficient detail to allow the study to be interpreted and repeated by the readers, if necessary. The number of subjects, the number of groups studied, the study design, sources of drugs with dosage regimen or instruments used, statistical methods and ethical aspects must be mentioned under the section. The methodology - the data collection procedure - must be described in sufficient detail. If a procedure is a commonly used one, giving a reference (previously published) would suffice. If a method is not well known (though previously published) it is better to describe it briefly. Give explicit descriptions of modifications or new methods so that the readers can judge their accuracy, reproducibility and reliability. The nomenclature, the source of material and equipment used, with details of the manufacturers in parentheses, should be clearly mentioned. Drugs and chemicals should be precisely identified using their non-proprietary names or generic names. If necessary, the proprietary or

commercial name may be inserted once in parentheses. In case of pharmaceuticals, the first letter of the drug name should be small for generic name (e.g., dipyridamole, propranolol) but capitalized for proprietary names (e.g., Persantin, Inderal). The routes of administration may be abbreviated, e.g.,

intraarterial (i.a.), intracerebroventricular (i.c.v.), intra-gastric lavage (i.g.), intramuscular (i.m.), intraperitoneal (i.p.), intravenous (i.v.), per os (p.o.), subcutaneous (s.c.), transdermal (t.d.).

5. Statistical Methods: The details of statistical tests used and the level of significance should be stated. If more than one test is used it is important to indicate which groups and parameters have been subjected to which test. Results The results should be stated concisely without comments. It should be presented in logical sequence in the text with appropriate reference to tables and/or figures. The data given in tables or figures should not be repeated in the text. The same data should not be presented in both tabular and graphic forms. Simple data may be given in the text itself instead of figures or tables. Avoid discussions and conclusions in the results section. Discussion, this section should deal with the interpretation, rather than recapitulation of results. It is important to discuss the new and significant observations in the light of previous work. Discuss also the weaknesses or pitfalls in the study. New hypotheses or recommendations can be put forth. Avoid unqualified statements and conclusions not completely supported by the data. Repetition of information given under Introduction and Results should be avoided. Conclusions must be drawn considering the strengths and weaknesses of the study. They must be conveyed in the last paragraph under Discussion. Make sure conclusions drawn should tally with the objectives stated under Introduction.

6. Acknowledgements: It should be typed in a new page. Acknowledge only persons who have contributed to the scientific content or provided technical support. Sources of financial support should be mentioned.

7. References: It should begin on a new page. Avoid citing abstracts as references. Papers which have been submitted and accepted but not yet published may be included in the list of references with the name of the journal and indicated as "In press". A photocopy of the acceptance letter should be submitted with the manuscript. Information from manuscript "submitted" but "not yet accepted" should not be included. Avoid using abstracts as references. The "unpublished observations" and "personal communications" may not be used as references but may be inserted (in parentheses) in the text. References are to be cited in the text by super scribed number and should be in the order in which they appear. References cited only in tables or in legends to figures should be numbered in accordance with a sequence established by the first identification in the text of the particular table or illustration. The references must be verified by the author(s) against the original documents. The list of references

should be typed double spaced following the Vancouver style. Examples are given in Annexure.

8. Tables: Each table must be self-explanatory and presented in such a way that they are easily understandable without referring to the text. It should be typed with double spacing and numbered consecutively with Arabic numerals. Provide a short descriptive caption above each table with foot notes and/or explanations underneath. The number of observations, subjects and the units of numerical figures must be given. It is also important to mention whether the given values are mean, median, mean \pm SD or mean \pm SEM. All significant results must be indicated using asterisks. Appropriate positions for the tables within the text may be indicated.

9. Check list for Table:

- Serially numbered?
- Short self explanatory caption given?
- Columns have headings?
- Units of data given?
- 'n' mentioned?
- Mean \pm SD or Mean \pm SEM given?
- Statistical significance of groups indicated by asterisks or other markers?
- P values given?
- Rows and columns properly aligned?
- Appropriate position in the text indicated?

10. Figures: Each figure must be numbered and a short descriptive caption must be provided. All significant results should be indicated using asterisks. For graphs and flow charts, it is not necessary to submit the photographs. A manually prepared or computer drawn figure (with good contrast) on a good quality paper is acceptable. Identify each figure/diagrams on the back with a typed label which shows the number of the figure, the name of the leading author, the title of the manuscript and the top side of the figure. The approximate position of each figure should be marked on the margin of the text. Legends for figures should be typed under the figure if possible or on a separate sheet. Large/complex tables or figures may be submitted in "Final Print (camera ready) format" which will be scanned as such.

11. Check list for Figure:

- Serially numbered? Self explanatory caption given?
- X and Y axes graduated?
- X and Y axes titled (legend)?
- Units mentioned (if necessary)?
- Different symbols/markers for different groups given?
- SD or SEM represented (graphically)?
- Statistical significance indicated?
- Approximate position in the text marked?

12. Short communications: The manuscript should not be divided into sub-sections. It may have up to 1200 words (including a maximum of 5 references) and one figure or one table.

13. Letter to the Editor: A letter can have a maximum of 800 words (including a maximum of 4 references) with one simple figure or table. The manuscript should not have sub-sections.

14. Review articles: These should contain title page, summary (need not be structured) and key words. The text proper should be written under appropriate sub-headings. The Authors are encouraged to use flowcharts, boxes, cartoons, simple tables and figures for better presentation. The total number of text words should not exceed 5000 and the total number of figures and tables should not be more than 10.

15. Methods: The format and other requirements are same as that of short communication.

16. Manuscript Submission: Checklist

- Cover letter
- Scan copy of copyright statement signed by all authors
- Title page
- Title of manuscript
- Full name(s) and affiliations of author(s); institution(s) and city(ies) from which the work originated.
- Name, address, telephone and fax numbers and e-mail address of corresponding author
- Running title
- Number of pages, number of figures and number of tables.
- Abstract - in structured form along with title, key words and running title.
- Article (double spaced)
- Acknowledgements (separate sheet)
- References
- Tables
- Figures/photographs and legends
- Permissions to reproduce published material
- Scan copy of patient consent form / Ethical committee clearance certificate (as and whenever applicable)

Therefore, it is important to ensure that all of your corrections are sent back to us in one communication: please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely Authors responsibility.

17. Submission of manuscript:

- Authors should submit electronic version (Microsoft word doc) of the manuscript to the editor via e-mail (onlooker.editor@rtmonline.in) or through online submission.
- Accepted papers will be acknowledged and processed further, if the papers are rejected, the decision will be communicated to the corresponding author but the manuscripts will not be returned.
- Acceptance or rejection of the manuscript would be decided after the decision of editorial team. Acceptance or rejection of the manuscript for publication in journal would be informed to corresponding author within 5-7 working days from the time of submission.



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