

NOTICE TO CONTRIBUTORS

The *Medical Journal of Malaysia* welcomes articles of interest on all aspects of medicine, especially if it relates to Malaysia, in the form of original papers, continuing medical education (CME) articles, case reports, short communications and correspondence. The MJM also welcomes brief abstracts, of not more than 50 words, of original papers published elsewhere, concerning medicine in Malaysia. Articles are accepted for publication on condition that they are contributed solely to the *Medical Journal of Malaysia*. Neither the Editorial Board nor the Publishers accept responsibility for the views and statements of authors expressed in their contributions. The Editorial Board further reserves the right to reject papers read before a society. To avoid delays in publication, authors are advised to adhere closely to the instructions given below.

Manuscripts:

Manuscripts should be submitted online through *MJM Editorial Manager*, at the following URL:

<http://www.editorialmanager.com/mjm>

Instructions for registration and submission are found on the webpage. Authors will be able to monitor the progress of their manuscript at all times via the *MJM Editorial Manager*. For authors and reviewers encountering problems with the system, an online Users' Guide and FAQs can be accessed via the "Help" option on the taskbar of the login screen.

All submissions must be accompanied by a completed Copyright Assignment Form, duly signed by all authors.

Manuscript text should be submitted using Microsoft Word for Windows. Images should be submitted as JPEG files.

Reviewers:

Authors may submit the names of two possible reviewers whom they feel are qualified and suitable to review their paper. This may hasten the process of peer review. Reviewers must not be involved in the work presented and should be from another institution. Authors need not obtain permission from possible reviewers as it is the prerogative of the MJM to approach them.

TYPES OF PAPERS

Editorials:

These are articles written by the editor or editorial team concerning the *Medical Journal of Malaysia* or about issues relevant to the journal.

Commentaries:

Commentaries will usually be invited articles that comment on articles published in the same issue of the MJM. However, unsolicited commentaries on issues relevant to medicine in Malaysia are welcomed. They should not exceed 1,200 words. They may be unstructured but should be concise. When presenting a point of view it should be supported with the relevant references where necessary."

Review Articles:

Review Articles are usually solicited articles written by Malaysian experts providing a clear, up to date account of a topic of interest to a local audience. Alternatively, Malaysians of international standing residing abroad may be invited to contribute on topics related to their area of expertise. Unsolicited reviews will also be considered. The review should include an update of recent developments and include research done in Malaysia when possible.

Continuing Medical Education (CME) Articles:

A CME article is a critical analysis of a topic of current medical interest. The article should include the clinical question or issue and its importance for general medical practice, specialty practice, or public health. Upon acceptance of selected articles, the authors will be requested to provide five multiple-choice questions, each with five true/false responses, based on the article.

Case Reports:

Papers on case reports (one to five cases) must follow these rules: Maximum of 1,000 words; only one table is allowed; maximum of two photographs; only up to five references quoted. Having a unique lesson in the diagnosis, pathology or management of the case is more valuable than mere finding of a rare entity. Being able to report the outcome and length of survival of a rare problem is more valuable than merely describing what treatment was rendered at the time of diagnosis.

Short Communications:

Short communications should not exceed 1,000 words and shall consist of a Summary and the Main Text. The number of figures and tables should be limited to three and the number of references to five.

Letters to the Editor:

Such correspondence must not exceed 450 words.

Guidelines for publication of abstracts of oral and poster presentations in the MJM:

The MJM shall publish abstracts of original scientific research (not plenary lectures, symposia, case reports etc) that were presented in oral or poster form at scientific meetings held in Malaysia. All abstracts should have been screened by the respective Scientific Committees and only papers of reasonable quality should be submitted. They can be submitted in an electronic form. These abstracts will be printed 4 to a page at the each issue of the journal. The abstracts should be structured under the usual headings: Background, Objective, Materials and Methods, Results and Conclusion: and shall not exceed 350 words. The sponsoring organization will be charged a fee of RM 100 per abstract published. The sponsoring organizations should also encourage authors to submit the full paper of the research work to the MJM.

Individuals who have presented papers of research work done in international meetings overseas may submit their abstracts directly to the MJM if the abstract has not been published in any other peer reviewed journal. They shall be charged a similar fee of RM 100 per abstract (RM 50 for MMA members). All submissions must be accompanied by proof of presentation (e.g. the programme book with the paper listed and a certificate of attendance). The author is required to declare that the above points have been complied with. Abstracts do not undergo the peer review process and a disclaimer concerning this shall be printed. The Editorial Board will only vet through abstracts of papers presented overseas.

Kindly send submissions to:

The Editor

"Abstracts" Medical Journal of Malaysia

**4th Floor, MMA House
124 Jalan Pahang
53000 Kuala Lumpur**

Further information can be obtained from our publications officer at mjm@mma.org.my.

STRUCTURE OF PAPERS

The title page should state the title of the paper, initials and name(s) of the author(s), degrees (limited to one degree or diploma) and address(es). The name and address of the author for correspondence should be clearly indicated.

Names of authors should be written in style of initials followed by the surname or preferred name e.g., M Z Azhar for Azhar bin Md Zain, K Suresh for Suresh Kumarasamy or S Harwant for Harwant Singh. Authors who have previously published should try as much as possible to keep the abbreviation of their name consistent.

Articles describing original research or observations should consist of the following sections: Summary, Introduction, Materials and Methods, Results, Discussion, Acknowledgment and References. Each section should begin on a fresh page.

Papers may be submitted in Bahasa Malaysia but must be accompanied by a short summary in English.

Scientific names, foreign words and Greek symbols should be clearly indicated and underlined.

Abstract and Key Words:

An abstract of not more than 250 words should be provided immediately after the title page. Structured abstracts are encouraged. Below the abstract provide and identify 3 to 10 key words or short phrases that will assist indexers in cross-indexing your article. Use terms from the medical subject headings list from *Index Medicus* where possible.

Introduction:

Clearly state the purpose of the article. Summarise the rationale for the study or observation. Give only strictly pertinent references, and do not review the subject extensively.

Materials and Methods:

Describe your selection of the observational or experimental subjects (patients or experimental animals, including controls) clearly, identify the methods, apparatus (manufacturer's name and address in parenthesis), and procedures in sufficient detail to allow other workers to reproduce the results. Give references to established methods, including statistical methods; provide references and brief descriptions of methods that have been published but are not well-known; describe new or substantially modified methods, give reasons for using them and evaluate their limitations.

Identify precisely all drugs and chemicals used, including generic name(s), dosage(s) and route(s) of administration. Do not use patients' names, initials or hospital numbers. Include numbers of observation and the statistical significance of the findings when appropriate.

When appropriate, particularly in the case of clinical trials, state clearly that the experimental design has received the approval of the relevant ethical committee.

Results:

Present your results in logical sequence in the text, tables and illustrations. Do not repeat in the text all the data in the tables or illustrations, or both: emphasise or summarise only important observations.

Discussion:

Emphasise the new and important aspects of the study and conclusions that follow from them. Do not repeat in detail data given in the Results section. Include in the Discussion the implications of the findings and their limitations and relate the observations to other relevant studies.

Conclusion:

Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not completely supported by your data. Avoid claiming priority and alluding to work that has not been completed. State new hypotheses when warranted, but clearly label them as such. Recommendations, when appropriate, may be included.

Acknowledgments:

Acknowledge grants awarded in aid of the study (state the number of the grant, name and location of the institution or organisation), as well as persons who have contributed significantly to the study.

Authors are responsible for obtaining written permission from everyone acknowledged by name, as readers may infer their endorsement of the data.

References:

Number references consecutively in the order in which they are first mentioned in the text. Identify references in text, tables and legends by Arabic numerals (in parenthesis). References cited only in tables or 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.

Use the form of references adopted by the US National Library of Medicine and used in the *Index Medicus*. Use the style of the examples cited at the end of this section, which have been approved by the National Library of Medicine.

The titles of journals should be abbreviated according to the style used in the *Index Medicus*.

Try to avoid using abstracts as references; “unpublished observations” and “personal communications” may not be used as references, although references to written, not verbal, communication may be inserted (in parenthesis) in the text. Include among the references manuscripts accepted but not yet published; designate the journal followed by “in press” (in parenthesis). Information from manuscripts should be cited in the text as “unpublished observations” (in parenthesis).

The references must be verified by the author(s) against the original documents. List all authors when six or less; when seven or more list only three and add *et al*. Examples of correct forms of references are given below :

Journals

1. Standard Journal Article
Soter, NA, Wasserman SI, Austen KF *et al*. Cold urticaria: release into the circulation of histamine and eosinophil chemotactic factor of anaphylaxis during cold challenge. *New Engl J Med* 1976; 294: 687-90.
2. Corporate Author
The Committee on Enzymes of the Scandinavian Society of Clinical Chemistry and Clinical Physiology. Recommended method for the determination of gammaglutamyltransferase in blood. *Scand J Clin Lab Invest* 1976; 36: 119-125.

Books and Other Monographs

3. Personal Author(s)
Osler AG. Complement: mechanisms and functions. Englewood Cliffs: Prentice-Hall, 1976.
4. Corporate Author
American Medical Association Department of Drugs. AMA drug evaluation (3rd ed). Littleton: Publishing Sciences Group, 1977.
5. Editor, Compiler, Chairman as Author
Rhodes, AJ, Van Rooyen CE (comps). Textbook of virology: For students and practitioners of

medicine and the other health sciences (5th ed). Baltimore: Williams & Wilkins, 1968.

6. Chapter in Book
Weinstein L, Swartz MN. Pathogenic properties of invading micro-organisms. In: Sodeman WAJr, Sodeman WA (eds). Pathogenic physiology: mechanisms of disease. Philadelphia: WB Saunders, 1974: 457-72.
7. Agency Publication
National Care for Health Statistics. Acute conditions: incidence and associated disability, United States, July 1968 - June 1969. Rockville, Me: National Centre for Health Statistics, 1972. (Vital and health statistics). Series 10 : data from the National Health Survey, No 69). (DHEW Publication No [HSM] 72-1036).

Other Articles

8. Newspaper Article
Shaffer RA. Advances in chemistry are starting to unlock mysteries of the brain : discoveries could help cure alcoholism and insomnia, explain mental illness. However, the messengers work. Wall Street Journal 1977; Aug 12: 1 (col 1), 10 (col 1).
9. Magazine Article
Roucehe B. Annals of Medicine: the santa claus culture. The New Yorker 1971; Sep 4: 66-81.

Tables and Illustrations:

Roman numerals should be used for numbering tables. Arabic numerals should be used when numbering illustrations and diagrams. Illustrations and tables should be kept to a minimum. All tables, illustrations and diagrams should be fully labelled so that each is comprehensible without reference to the text. All measurements should be reported using the metric system. Each table should be typed on a separate sheet of paper, double-spaced and numbered consecutively. Omit the internal horizontal and vertical rules. The contents of all tables should be carefully checked to ensure that all totals and subtotals tally.

Photographs of Patients:

Proof of permission and/or consent from the patient must be submitted with the manuscript. A statement on this must be included as a foot note to the relevant photograph.

Colour Reproduction:

Illustrations and diagrams are normally reproduced in black and white only. Colour reproductions can be included if so required and upon request. However, a nominal charge must be paid by the authors for this additional service; the charges to be determined as and when on a per article basis.

Abbreviations:

Use only standard abbreviations. The full term for which an abbreviation stands should precede its first use in the text, unless it is a standard unit of measurement.

Best Paper Award:

All original papers which are accepted for publication by the *Medical Journal of Malaysia*, will be considered for the 'Best Paper Award' for the year of publication. No award will be made for any particular year if none of the submitted papers are judged to be of suitable quality.