

NOTICE TO CONTRIBUTORS

The *Medical Journal of Malaysia (MJM)* welcomes articles of interest on all aspects of medicine in the form of original papers, review articles, short communications, continuing medical education, case reports, commentaries and letter to Editor. 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 in English (British English). 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 website. 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** (minimum resolution of 300 dpi).

Reviewers:

Authors must submit the names of at least two possible reviewers who are qualified and suitable to review their paper. The possible reviewers must not be involved in the work presented and should not be from the same institution as the authors. Authors need not obtain permission from possible reviewers as it is the prerogative of the MJM to approach them.

TYPES OF PAPERS

Original Articles:

Original Articles are reports on findings from original unpublished research. Preference for publications will be given to high quality original research that make significant contribution to medicine. The articles should not exceed 4000 words, tables/illustrations up to five (5) and references up to 40. Manuscript describing original research should conform to the IMRAD format, more details are given below.

Review Articles:

Review Articles are solicited articles or systematic reviews. **MJM** solicits review articles from Malaysian experts to provide a clear, up-to-date account of a topic of interest to medical practice in Malaysia or on topics related to their area of expertise. Unsolicited reviews will also be considered, however authors are encourage to submit systematic reviews rather than narrative reviews. Systematic Review are papers that presents exhaustive, critical assessments of the published literature on relevant topics in medicine. Systematic reviews should be prepared in strict compliance with MOOSE or PRISMA guidelines, or other relevant guidelines for systematic reviews.

Short Communications:

Shorts communication are short research articles of important preliminary observations, findings that extends previously published research, data that does not warrant publication as a full paper, small-scale clinical studies, and clinical audits. Short communications should not exceed 1,000 words and shall consist of a Summary and the Main Text. The summary should be limited to 100 words and provided immediately after the title page. The number of figures and tables should be limited to three (3) and the number of references to ten (10).

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: Case reports should not exceed 1,000 words; with only maximum of one (1) table; two (2) photographs; and up to five (5) references. It shall consist of a Summary and the Main Text. The summary should be limited to 100 words and provided immediately after the title page. 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.

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.

Letters to Editor:

Letters to Editors are responses to items published in *MJM* or to communicate a very important message that is time sensitive and cannot wait for the full process of peer review. Letters that include statements of statistics, facts, research, or theories should include only up to three (3) references. Letters that are personal attacks on an author will not be considered for publication. Such correspondence must not exceed 450 words.

Editorials:

These are articles written by the editor or editorial team concerning the *MJM* or about issues relevant to the journal.

STRUCTURE OF PAPERS

Title Page:

The title page should state the brief title of the paper, full name(s) of the author(s) (with the surname or last name bolded), degrees (limited to one degree or diploma), affiliations and corresponding author's address. All the authors' affiliations shall be provided after the authors' names. Indicate the affiliations with a superscript number at the end of the author's degrees and at the start of the name of the affiliation. If the author is affiliated to more than one (1) institution, a comma should be used to separate the number for the said affiliation.

Do provide preferred abbreviated author names for indexing purpose, e.g. KL Goh (for Goh Khean Lee), MZ Azhar (for Azhar bin Mohd 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.

Please indicate the corresponding author and provide the affiliation, full postal address and email.

Articles describing Original Research should consist of the following sections (IMRAD format): Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgment and References. Each section should begin on a fresh page.

Scientific names, foreign words and Greek symbols should be in italic.

Abstract and Key Words:

A structured abstract is required for Original and Review Articles. It should be limited to 250 words and provided immediately after the title page. 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 (MeSH) 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.

Acknowledgements:

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:

Authors are responsible for the accuracy of cited references and these should be checked before the manuscript is submitted.

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 (superscripts). 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 the first six and add et al. Examples of correct forms of references are given below:

Example references

Journals:

1. Standard Journal Article

Chua SK, Kilung A, Ong TK, Fong AY, Yew KL, Khiew NZ et al. Carotid intima media thickness and high sensitivity C-reactive protein as markers of cardiovascular risk in a Malaysian population. *Med J Malaysia* 2014; 69(4): 166-74.

Books and Other Monographs:

2. Personal Author(s)

Ghani SN, Yadav H. Health Care in Malaysia. Kuala Lumpur: University of Malaya Press; 2008.

3. Corporate Author

World Health Organization. World Health Statistics 2015. Geneva: World Health Organization; 2015.

4. Editor, Compiler, Chairman as Author

Jayakumar G, Retneswari M, editors. Occupational Health for Health Care Professionals. 1st ed. Kuala Lumpur: Medical Association of Malaysia; 2008.

5. Chapter in Book

Aw TC. The occupational history. In: Baxter P, Aw TC, Cockroft A, Durrington P, Malcolm J, editors. Hunter's Disease of Occupations. 10th ed. London: Hodder Arnold; 2010: 33-42.

6. Agency Publication

National Center for Health Statistics. Acute conditions: incidence and associated disability, United States, July 1968 - June 1969. Rockville, Me: National Center for Health Statistics, 1972. (Vital and health statistics). Series 10: data from the National Health Survey, No 69). (DHEW Publication No (HSM) 72 - 1036).

Online articles

7. Webpage: Webpage are referenced with their URL and access date, and as much other information as is available. Cited date is important as webpage can be updated and URLs change. The "cited" should contain the month and year accessed.

Ministry of Health Malaysia. Press Release: Status of preparedness and response by the ministry of health in and event of outbreak of Ebola in Malaysia 2014 [cited Dec 2014]. Available from: http://www.moh.gov.my/english.php/database_stores/store_view_page/21/437.

Kaos J. 40°C threshold for 'heatwave emergency' Kuala Lumpur: The Star Malaysia;

[updated 18 March 2016, cited March 2016]. Available from: <http://www.thestar.com.my/news/nation/2016/03/18/heatwave-emergency-threshold/>.

Other Articles:

8. Newspaper Article

Panirchellvum V. 'No outdoor activities if weather too hot'. the Sun. 2016; March 18: 9(col. 1-3).

9. Magazine Article

Thirunavukarasu R. Survey - Landscape of GP services and health economics in Malaysia. Berita MMA. 2016; March: 20-1.

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 or legal guardian must be submitted with the manuscript. A statement on this must be included as a footnote 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 by the authors. 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. Abbreviations shall not be used in the Title.

Formatting of text:

Numbers one to ten in the text are written out in words unless they are used as a unit of measurement, except in figures and tables. Use single hard-returns to separate paragraphs. Do not use tabs or indents to start a paragraph. Do not use the automated formatting of your software, such as hyphenation, endnotes, headers, or footers (especially for references). Submit the Manuscript in plain text only, removed all 'field codes' before submission. Do not include line numbers. Include only page number.

Best Paper Award:

All original papers which are accepted for publication by the MJM, 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.