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**Author Guidelines**

**Introduction**

Annapurna Journal of Health Sciences(AJHS) is an official peer-reviewed biannual journal of Annapurna Neurological Institute & Allied Sciences which publishes original research work that contributes significantly to further the scientific knowledge in medical Sciences including but not limited to clinical ,public health ,Nursing, diagnostic science, basic science as well as health management. The Journal publishes original research work either as a Full Research Paper or as a Short Communication. Review Articles on current topics in Medical Sciences are also considered for publication by the Journal. The Journal publishes original research work either as a Full Research Paper, case studies or as a Short Communication. Review Articles, view points on current topics in Medical Sciences are also considered for publication by the Journal.

**The peer review process**

Once a manuscript is received, it is screened thoroughly to evaluate that it is within the scope of the journal, and prepared according to the format, usually followed by a plagiarism check. Manuscripts that fail to conform to the requirements of the journal, as specified under “Instructions to Authors”, will be rejected. Those manuscripts that meet the specified requirements of the journals are subsequently assigned to an Editor for further processing.

The Editor assigns a minimum of 2 expert peer reviewers blinded to the contributor’s identity and vice versa to access the suitability of the scientific content for publishing. The editor-in-chief decision of acceptance, rejection or request for revision of the manuscript is strictly based on the comments of at least two reviewers.

The contributors are informed about the rejection/acceptance of the manuscript with the peer reviewer’s comments. Accepted articles have to be resubmitted after making the necessary changes or clarifying questions made during the peer review process.
The accepted articles are edited for grammatical, punctuation, print style and format errors and page proofs and are sent to the corresponding author who should return them within three days. Non-response to galley proof may result in the delay of publication or even rejection of the article.

**Manuscript Submission :**

**We accept the manuscript in the following sections :**

Original article

Case report/ case series

Short communications

View point

Review article

Letter to editor

**Submission of Manuscript**

All manuscripts must be submitted through email **aca@ahc.com.np**

**Please note that all manuscripts should be submitted by corresponding author.**

Authors do not have to pay for submission, processing or publication of articles. If you experience any problems, please contact the editorial office by e-mail.The submitted manuscripts that are not as per the “Instructions to Authors” would be returned to the authors for technical correction, before they undergo editorial/ peer-review.

Manuscript should contain: Title, Author , co-author and corresponding author list with full designation contact address with ORCID ID of corresponding author. The manuscript should start from Abstract, Introduction, Material and methods, results, discussion, conclusion, Acknowledgement, Reference, Figures and tables, supplementary documents.

1. **Title Page/First Page File/covering letter**:

This file should provide

* The type of manuscript (original article, case report, review article, Letter to editor, Images, etc.)
* Title of the manuscript, running title, names of all authors/ contributors (with their highest academic degrees, designation and affiliations) and name(s) of department(s) and/ or institution(s) to which the work should be credited, . All information which can reveal your identity should be here. This file should be sent in Doc/docx format.
* Source(s) of support in the form of grants, equipment, drugs, or all of these;
* Conflicts of Interest of each author/ contributor. A statement of financial or other relationships that might lead to a conflict of interest, if that information is not included in the manuscript itself or in an authors' form
* The name, address, e-mail, and telephone number of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs.
1. **Abstract**

This section should be in structured manner in second page under the following sub-headings:

**Background: Introduction to the topic including the rational of study**
**Objective:** include the specific study aims or hypothesis
**Methods:** include study design, setting, patients, interventions and main outcome, measures, **Results:** give numerical data rather than vague statements **Keywords:** Immediately after the abstract, provide a maximum of 5 key words. Be sparing with abbreviations.

Do not cite references in the abstract. Limit the use of abbreviations and acronyms.

1. **Introduction**
State the objectives of the work and provide an adequate background, The Introduction should lead the reader to the importance of the study; tie-up published literature with the aims of the study and clearly states the rationale behind the research/study .
2. **Materials and methods**

Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described. All important materials used along with their source shall be mentioned. The main methods used shall be briefly described, citing references. Trivial details may be avoided. New methods or substantially modified methods may be described in sufficient detail. The statistical method and the level of significance chosen shall be clearly stated.

***Ethics:*** When reporting studies on human beings, indicate whether the procedures followed were in accordance with the ethical standards of the responsible Ethical Review board/ Institutional review Committee and with the Helsinki Declaration of 1975, as revised in 2000 (available at http://www.wma.net/e/policy/17-c\_e.html). For prospective studies involving human participants, authors are expected to mention about approval of Ethics Committee or Review Board, obtaining informed consent from adult research participants. Ensure confidentiality of subjects by desisting from mentioning participants’ names, initials or hospital numbers, especially in illustrative materialThe journal will not consider any paper which is ethically unacceptable. A statement on ethics committee permission and ethical practices must be included in all research articles under the ‘Materials and Methods’ section

1. **Results**
Results should be clear and concise. All findings presented in tabular or graphical form shall be described in this section. The data should be statistically analyzed and the level of significance stated. Data that is not statistically significant need only to be mentioned in the text - no illustration is necessary. All Tables and figures must have a title or caption and a legend to make them self-explanatory. Results section shall start after materials and methods section.
2. **Discussion**
This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature. Discussion should follow results, deal with the interpretation of results, convey how they help increase current understanding of the problem and should be logical. Unsupported hypothesis should be avoided. The Discussion should state the possibilities the results uncover, that need to be further explored.
3. **Acknowledgements**
Collate acknowledgements in a separate section at the end of the article before the references. Individuals with direct involvement in the study but not included in authorship may be acknowledged

Please Submit the following documents during submission to AJHS. ( please click on the provided documents to view the sample/templates) . Please Send the following documents with manuscript in **aca@ahc.com.np**

1. Forwarding/cover Letter
2. Authorship
3. Declaration
4. Ethical Approval Letter \*
5. Patient consent\*
6. Conflict of Interest

\*Ethical approval must be sent for all the original article and patient consent for the case report. **Ethical approval and patient conset letter should be taken before starting the research**. Any research without ethically approved by recognized ethical review board ethical review committee is of no value. Any submission without the above documents and manuscript not in AJHS format will be rejected outright. Therefore to avoid such errors and rejection, please submit your article with all supplementary and required files along with the use of appropriate template given below.

**Focus & Scope**
AJHS invites original research papers, review articles, case reports, viewpoints and letter to the editor containing new insight into any aspect of Medical & Health Science that are not published or not being considered for publication elsewhere. The journal is particularly interested and welcomes papers in basic and clinical medical sciences, , public health, hospital and healthcare management too.

**EDITORIAL**It is written by AJHS editors or invited (Guest Editorial) on most pertinent issues on Health in Nepal or in the world.  It undergoes a fast-track peer review process.

**ORIGINAL ARTICLE**AJHS accept researches conducted in the field of basic and clinical medical sciences, medical education, public health, hospital and healthcare management, allied health sciences with the maximum length of 2500-3500 world (excluding abstract of 250 words). It undergoes a rigorous peer review process. There is no limitation for the reference. It should include Title, abstract ,introduction, material and methods, result, discussion, conclusion, acknowledgement and reference in their guidelines provided above.Required Submission Documents: 1. Forwarding Letter, 2. Authorship, 3. Declaration, 4. Manuscript . 5. A copy of the ethical approval letter 6. Conflict of Interest

**CASE REPORTS**This section includes report of a case with literature review that includes, an unexpected association between diseases or symptoms, an unexpected event in the course of observing or treating a patient, findings that shed new light on the possible pathogenesis of a disease or an adverse effect, unique or rare feature of a disease, unique therapeutic approaches, approaches to a case report, a patient whose diagnosis was difficult to make, describe changes in one or more patients with chronic conditions over an extended time period, report on two or more patients with similar characteristics who received different interventions and had different outcomes, atypical management of patients with common problems, atypical patient presentations, apply theory to patient or client management, report on an administrative or academic experience. Please use the [CARE Case Report Checklist](https://www.care-statement.org/care-checklist.html) while preparing your case report taking an account of [CARE Flow Diagram](http://www.equator-network.org/wp-content/uploads/2013/10/CAREFlowDiagram-2013-01F.pdf).

Please download the [Case Report Consent Form](http://jnma.com.np/files/submission/ConsentForm_JNMA_CR.pdf), get a written consent and put the original on the patient chart and provide a copy of it during your submission.
Required Submission Documents: 1. Forwarding Letter, 2. Authorship, 3. Declaration, 4. Manuscript 5. A copy case report consent form, 6. [CARE Checklist](http://data.care-statement.org/wp-content/uploads/2016/08/CAREchecklist-English-2013-1.pdf).

**REVIEW ARTICLE**Review article summarises the current state of understanding on a topic and analyses or discusses research previously published by others on the subject matter.. They are thorough literature reviews that identify historical and current trends in the topic, gaps in the research (areas for further exploration), and current debates or controversies.  It has to be about 3000 words without counting abstract (200 words) and references (>50 and usually <100). It undergoes a rigorous peer review process.
Required Submission Documents: 1. Forwarding Letter, 2. Authorship, 3. Declaration, 4. Manuscript

**SHORT COMMUNICATION**These are research article which doesn't fit exactly into research article but findings are interesting, e.g. pilot study. It undergoes the peer review process.
Required Submission Documents: 1. Forwarding Letter, 2. Authorship, 3. Declaration, 4. Manuscript

**VIEWPOINT**The article in this section is based on issues related to health sciences to raise the voice, awareness, new ideas, thought to provoke concepts, and personal expert opinion to improve the health.
Required Submission Documents: 1. Forwarding Letter, 2. Authorship, 3. Declaration, 4. Manuscript

**LETTER TO THE EDITOR**The section includes a reaction and issue relating to AJHS, be it a comment relating a recent article, an elaboration of an important discovery, or simply a thought-provoking commentary of fewer than 1000 words without an abstract.
Required Submission Documents: 1. Forwarding Letter, 2. Authorship, 3. Declaration, 4. Manuscript .

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