

# INSTRUCTIONS TO AUTHORS

## SCOPE

Diabetes Bulletin (International Journal of Diabetes in Developing countries) targets a readership consisting of clinicians, research workers, paramedical personnel, nutritionists and health care personnel working in the field of diabetes. Original research work and reviews of interest to the above group of readers will be considered for publication in the Bulletin. The Bulletin has a goal of serving as an important resource material in diabetes for its readers, mainly in the developing world.

## PROCEDURE

The articles are subject to peer review and editorial alteration. Authors are advised to strictly conform to the prescribed format and style to save avoidable delay in processing the articles. Article which do not strictly abide by the instructions mentioned here are likely to be rejected without further reviews. Such articles will not be returned to the author unless a self-addressed stamped envelope is enclosed.

## MANUSCRIPTS

Submits an original and two copies of the complete manuscript, including text pages, legends, tables, references, and glossy prints of figures (black and white only). Only typed copy, on standard-sized typewriter paper and double-spaced throughout, with margins of at least 2.5 cm, is acceptable. For computer print outs, only near letter quality is acceptable. Graphs, tables and figures should be either of one column width, or two column widths. A covering letter signed by all the authors, should identify the person (with the address and telephone number), responsible for negotiations concerning the manuscript. The letter should make it clear that the final manuscript has been seen and approved by all the authors and that they have taken due care to ensure the integrity of the work.

Manuscripts should be submitted with the undertaking that they are not under consideration elsewhere and have not been reported earlier either partly or totally. It is necessary that all the authors give an undertaking indicating their consent to be co-authors in the sequence indicated on the title page.

Manuscripts should be presented in as concise a form as possible, typewritten in double space. They should be written in Vancouver style. Address all submission to the editorial office in Mumbai: The address is as follows: **103/104, Lady Ratan Tata Medical Research Center, M K Road, Mumbai 400 021. Fax: 022 3633695**

## FORMAT AND STYLE

### Titles and Author's Names

With the manuscript, provide a page giving the title of the paper; titles should be concise and descriptive (not declarative). Also include a running head of fewer than 40 letter spaces; the names(s) of the author(s), including the first name(s) and academic degree(s); the name of the department and institution in which the work was done; the institutional affiliation of each author; and the name and address of the author to whom reprint requests should be addressed.

### Abstracts

Provide on a separate page, an abstract of not more than 250 words. This abstract should consist of four paragraphs. Labeled Background, Methods, Results, and Conclusions. They should briefly describe, respectively, the problem being addressed in the study, how the study was performed, the salient results, and what the authors conclude from the results. The abstract should only highlight the principal finding and conclusion, so that it can be used by abstracting services without modification. Conclusion and recommendations not found in the text of the articles should not be inserted in the Abstract.

### Key Word

Three to ten key words or short phrases should be added to the bottom of the abstract page, which will assist us in indexing the articles and which may be published with the Abstract. Use term form the Medical Subject Headings from Index Medicus when possible.

### Introduction

Introduction should be brief and state precisely the scope of the paper. Review of the literature should be restricted to reasons for undertaking the present study and provide only the most essential background.

### Material & Methods

The nomenclature, the source of material and equipment used, with the manufacturers details parenthesis, should be clearly mentioned. The procedures adopted should be explicitly stated to enable other workers to reproduce the results, if necessary. New methods may be described in sufficient details, indicating their limitations. Established methods can be just mentioned with authentic references and significant deviations, if any, given, with reasons for adopting them. When reporting experiments on human subjects, it should

be indicated whether the procedures followed were in accord with the ethical standards on human experimentation (as per the guidelines laid down by the Central Ethical Committee of the ICMR). When reporting experiments on animals, procedures adopted for the care and use of laboratory animals need to be mentioned. The drugs and chemicals used should be precisely identified, including generic names(s), dosage(s) and routes(s) of administration. The statistical analysis done and statistical significance of the findings when appropriate, should be mentioned. Unless absolutely necessary for a clear understanding of the article, detailed description of statistical treatment may be avoided. Articles based heavily on statistical consideration, however, need to give details, particularly when new or uncommon methods are employed. When standard and routine statistical methods are employed, give only authentic references.

### Results

Only such data as are essential for understanding the discussion and main conclusions emerging from the study should be included. The data should be arranged in unified and coherent sequence so that the report develops clearly and logically. Data presented in tables and figures should not be repeated in the text. Only important observations need to be emphasized or summarized. The same data should not be present both in tabular and graphic forms. Interpretation of the data should be taken up only under the Discussion and not under Results.

### Discussion

Long, rambling and involved discussion should be scrupulously avoided. The discussion should deal with the interpretation of results without repeating information already presented under Results. It should relate new findings to the known ones and include logical deductions.

The conclusions can be linked with the goals of the study but unqualified statements and conclusions not completely supported by the data, should be avoided. Claiming of priority on work that is ongoing should be avoided. All hypothesis should, if warranted, be clearly be labeled as such; recommendations may be included as part of the Discussion, only when considered absolutely necessary and relevant.

### Acknowledgement

Any grant, support or assistance received from other investigators should be acknowledged briefly.

## REFERENCES

Reference must be typed with double spacing and must be numbered consecutively as they are cited. Reference first cited in tables or figure legends must be numbered so that they will be in sequence with reference cited in the text. List all authors when there are six or fewer; when there are seven or more, list the first three, then add "et al".

Numbered reference to personal communication, unpublished data, and manuscript either "in preparation" or "submitted for publication" are unacceptable (see "Permission"). If essential, such material may be incorporated in the appropriate place in the text.

Samples of references are as follows:

#### Journals

1. Libhita R, Kuluger J, Drayer DE, Koffler D, Reidenberg MM, Antibodies to nuclear antigens in-patients treated with procainamide or acetylprocainamide. *N Engl J Med* 1979; 301: 1382-5.

In case of a corporate author, the following style may be adopted.

2. The Committee on Enzymes of the Scandanavian Society for Clinical Physiology. Recommended method for the determination of gamma glutamyl-transferase in blood. *Scand J Clin Lab Invest* 1976; 36: 199-25.

**Books:** When the book has only authors and no editors(s).

1. Boyd, Williams. A textbook of pathology: Structure and function in disease, 8<sup>th</sup> ed, Lea and Febiger, Philadelphia, 1970, p 625.
2. Hamerton, John, L. Human cytogenetics, vol. II, Academic Press, New York, 1971.

When the reference is to author(s) who has contributed a chapter in book edited by some one else.

Samadel, Joseph E. In: Viral and rickettsial infection of man, 3<sup>rd</sup> ed. Thomas M. Reivers and Frank L. Horsfall Jr., Eds; J.B. Lippincott Co., Philadelphia, 1959, p 400.

Proceedings of symposia/conference; published proceedings of conference/symposia should be treated as books.

Karkun, J. N. In: Ovum transport and fertility regulation. Proceeding of a meeting of the Task force on Methods for the Regulation of Ovum Transport M.J.K. Harper, C. J. Pauerstei, C. E. Admai, E.H. Continho, H.B. Croxatto and D. M. Paton, Eds, Scriptor, Copenhagen, 1976, P o56.

Monographs/reports: The name of the book should appear first followed by the other details.

Medicinal plants of India, vol. I, G.V. Satyavati, M. Raina and M. Sharma, Eds; Indian Council of Medical Research, New Delhi 1976, p 332.

Thesis (doctorate): Satyanarayana, K. Some biochemical studies on the tenotomized gastonemius muscles of frog, *Rana hexadactyla* (Lesson) Ph. D. thesis, Sri Venkateswara University, Tirupati, 1976.

**Unpublished data/personal communication:** Unpublished data and personal communications should be indicated in the text itself and not numbered.

- i. (Swami, K.D. unpublished work); (ii) (Swami, K. S. personal communication); (iii) (National Institute of Nutrition, unpublished data).

All reference given must be original and complete. Reference "cited by" and "quoted by" from other publications should be avoided. Inclusive pages should be mentioned.

### **Abbreviations**

Except for units of measurement, abbreviations are discouraged. Consult the CBE Style Manual, (Fifth edition. Bethesda, Md.: Council of Biology Editors, 1983) for lists of standard abbreviations. The first time an abbreviation appears it should be preceded by the words for which it stands.

### **Units of Measurement**

Authors of articles must express all measurements in conventional units, but they may include System International (S.I.) units in parentheses if they desire.

### **Drug Names**

Generic names should generally be used. Authors who wish to do so may insert brand names in parentheses.

### **Enzyme Nomenclature**

For enzymes, only the trivial names recommended by the IUPAC-IUB Commission should be used. At its first citation in the text of the paper, its code number and systematic name should be indicated.

### **Tables**

Type tables with double spacing on separate sheets and provide a title for each.

### **Illustrations**

Figures should be professionally designed. Glossy, black-and-white photographs are requested. Photocopied or computer generated figures are not

acceptable. Symbols, lettering, and numbering should be clear and large enough to remain legible after the figure has been reduced to fit the width of a single column.

Three sets of illustrations (one set original and 2 copies) should be submitted, numbered consecutively in Arabic numerals.

Titles and explanation of symbols in the legends for illustration should be typed on separate pages.

Photographs, to be submitted in duplicate, should be un-mounted and numbered consecutively. The title of the paper and authors name(s) and "Top" indicated with a arrow should be pencilled on the back of the photographs. The picture should be good quality prints, on glossy paper, showing sufficient total contrast. Their sizes should conform to single (8.5 X 21.0 cm) or double (17.0 X 21.0 cm) – column sizes. All the illustrations must be protected by thick card - board packing against damages during transit.

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