

# Instructions to the Authors

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## ✓ [Scope](#)

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**The Journal of Laboratory Physicians** – is a half yearly journal starting from January 2009, which entertains original communications on all aspects in laboratory procedures contributing to the advancement of knowledge in all sub-specialties of Diagnostic Medicine. The scope of the Journal includes original papers, Review articles, Recent and Novel Laboratory Procedures, Case Reports, Case Discussions, and Letters to the Editor on any aspect of laboratory medicine including Clinical Biochemistry, Clinical Microbiology (Bacteriology, Mycology, Mycobacteriology, Parasitology and Virology), Clinical Pathology (Clinical Pathology, Cytopathology, Haematology), Immunology/ Serology including HIV/AIDS, Human and Animal Genetics, Endocrinology and Hormonal Disorders, Laboratory Medicine, Molecular Biology and other related disciplines. It shall also include topics of interest on Automation in any branch of Laboratory Medicine.

The journal follows British format of English language. Readers are encouraged to write comments on papers published in the Journal in the form of Case Discussion containing significant findings with an approach to integrate all the subspecialties will be given priority. Those who wish to contribute by expressing their intention before hand, All papers are subjected to peer review by Editorial Board and experts in the field before acceptance for publication. To editorial changes and to meet printing cost a nominal charge may be asked from authors.

## ✓ [Submission of Manuscript](#)

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**JLP will entertain only online submissions.**

## ✓ [Online submission of articles](#)

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Articles must be submitted online from <http://www.journalonweb.com/jlp>. New authors will have to register as author, which is a simple two step process. The submission should be prepared in two files (first page file and article file). Images and copyright forms should be submitted separately.

The manuscripts should not have been submitted elsewhere simultaneously and should not have been published (except laboratory methods) elsewhere submitted elsewhere only after rejection by JLP. It is necessary that all the authors give an undertaking/copyright (in the format given at the end of the manuscript) and consent to be co-authors in the sequence indicated on the title page. Copyright forms are available online which should be printed, filled up, signed and submitted in the event of hard copy submission, the typescripts in triplicate should be sent to:

The Editor,  
Journal of Laboratory Physicians,  
Department of Laboratory Medicine,  
All India Institute of Medical Sciences,  
New Delhi-110029, India.

**First page file:** Prepare the title page, covering letter, acknowledgement, etc. using a word processor program. All information which can reveal the identity of the author (text/rtf/doc/pdf files. Do not zip the files.

**Article file:** The main text of the article, beginning from Abstract till References (including tables) should be in this file. Do not include any information (names in page headers, etc.) in this file. Use text/rtf/doc/ files. Do not zip the files. Limit the file size to 400 kb. Do not incorporate images in the file.

submitted as images separately without incorporating them in the article file to reduce the size of the file.

**Images:** Submit good quality black and white or colour images. Each image should be less than 400 kb in size. Size of the image can be reduced if the images (keep up to 800 pixels or 4 inches). All image formats (jpeg, tiff, gif, bmp, etc.) are acceptable; jpeg is most suitable. Do not zip the

**Legends:** Legends for the figures/images should be included at the end of the manuscript text as well as uploaded at the time of online submission.

Journal does not charge for submission or publication fee on article.

## ✓ Preparation of Manuscript

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Authors are advised to consult a recent issue of the Journal or read the "Guidelines for authors" published in January issue of the current year or the format adopted with respect to various elements of a paper. Pages should be numbered consecutively and the contents arranged in the following order: highest academic qualification of each author, abbreviated (running) title, Department(s) and Institution(s), Abstract, Key words, Introduction, Materials and Methods, Acknowledgement, References. Abstract, Tables and Legends for figures should be typed on separate sheets and not in continuation of the main text. The author to whom requests for reprints or correspondence should be directed must be indicated.

### Original Research Papers and Review Articles

#### Title

Title of the article should be short and yet sufficiently informative so as to be useful in indexing and information retrieval.

#### Abstract

The abstracts should be brief (about 250 words) and structured (for special and original articles) to contain purpose, methods, results and conclusions. The abstract should be unstructured and restricted to 100 words for brief communications and case reports and 250 words for articles in correspondence category.

#### Key Words

Up to five key words may be given for review, special, original articles and case reports. Only three key words are required for case reports. Key

#### 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 study and essential background.

#### Materials & Methods

The nomenclature, the source of material and equipment used, with the manufacturer's details in parenthesis, should be clearly mentioned, the procedure should be stated to enable other workers to reproduce the results, if necessary. New methods may be described in sufficient detail and also indicate their limitations. All methods mentioned with authentic reference and significant deviations, if any, given with reasons for adopting them. When reporting experiments on humans, the procedures followed were in accordance with the ethical standards on human experimentation (as per the guidelines laid down by the Central Board of Secondary Education Medical Research). The manuscript must state in the methods section that the study and data accumulation were carried out with approval from the Institutional Review Board (IRB) or institute ethical committee and that informed consent was obtained from the subjects.

When reporting experiments on animals, procedures adopted for the care and use of laboratory animals need to be mentioned. Biomedical research should follow generally accepted principles of animal maintenance and care. The drugs and chemicals used should be precisely identified, including generic name and route of administration.

The statistical analysis done and statistical significance of the findings when appropriate should be mentioned. Unless absolutely necessary for the purpose of the study, the description of statistical treatment may be avoided. Articles based heavily on statistical considerations, however, need to give details particularly of the statistical methods employed, others need to give only authentic references.

#### Results

Only such data that are essential for understanding the discussion and main conclusions emerging from the study should be included. The data sequence so that the report develops clearly and logically. Data presented in tables and figures should not be repeated in the text. Only important data should be summarised. The same data should not be presented both in tabular and graphic forms. Interpretation of the data should be taken up only under

### **Discussion**

Long, rambling and involved discussions should be scrupulously avoided. The discussion should deal with the interpretation of results without repeating 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. Conclusions not completely supported by the data should be avoided. Claiming of priority on work that is ongoing should also be avoided. A hypothesis should be supported. Recommendations may be included as part of the Discussion, only when considered absolutely necessary and relevant.

### ✓ **Case Discussion**

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This section is for encouraging the discussion and comments from experts in the field after a well worked up case is published in the journal. Re-examine laboratory findings and the interpretation of these findings to accomplish the rare or unusual case diagnosis. It should be divided into introduction and discussion with not more than 10 references. Illustrations and tables, when included, should be limited to one each. Case reports with good documentation are preferred. Should have an unstructured abstract limited to 100 words and key words limited to 5 words.

### ✓ **Case reports**

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Recommended for brief observations pertaining to one or two subspecialties that do not warrant a full length case discussion. It may be divided into introduction and discussion. Must not exceed 750 words. References must be as few as possible and not more than 10. Illustrations and tables, when included, should be limited to one each (unstructured) limited to 100 words and key words limited to 5 words.

### ✓ **Letter to the Editor**

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Addressed to the editor, it can be related to previously published articles or for presentation of preliminary, or novel results. It should be limited in length and continuous without headings. It may include 2-3 paragraphs, not more than 5 references and one table or figure.

### ✓ **Book reviews**

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Authors of books seeking review may submit two copies of the book to the editor. The editor invites experts in the field to submit a review of the book. Reviews should be submitted voluntarily to the editor along with a copy of the book.

### ✓ **Acknowledgement**

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Acknowledgement should be brief and made for funding agencies or specific scientific assistance and not for providing routine departmental and print acknowledgements for those who reviewed, discussed, edited, or typed a manuscript, or gave "technical," "helpful," "crucial," or "moral" support. The Journal also does not publish acknowledgements of individuals who, by virtue of doing their job, contributed to the implementation of the study. Acknowledgements should be made for technicians, photographers, or technologists. At the request of the author, the Journal will acknowledge those who referred patients, translated requests, provided assistance, or provided essential tissue, equipment, or other materials without which the study could not have been completed. Conflict of interest, if any, then mention must be made to that effect.

## ✓ References

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**References will not be checked in the Editorial Office. Responsibility for their accuracy and completeness lies with the author.**

The total number of references should normally be restricted to a maximum of 20 for an original research article, 10 for a case discussion or case report, and 5 for correspondence. For review articles the number of references may be restricted to 50. References to literature cited in the text should be numbered in the text. In the text they should be indicated above the line (bracketed [ ] superscript). As far as possible, mentioning names of author(s) in the text. Authors are required to list only references that they have read and that are pertinent to the manuscript. They should avoid quoting references. Commonly cited types of references are shown here, for other types of references such as electronic media, newspaper items, etc. please refer to the style guide.

**Journals:** The titles of the journals should be abbreviated and italicized according to the style used by the Index Medicus. The January issue of the journal should be cited. Citing reference to research papers, names and initials of maximum of six authors followed by et al, followed by :title of the article, journal, year, volume, and page number of the article.

e.g. Singh S, Gopinath K, Sankar MM, Dhanvijay AG, Saoji AM. Extensively Drug resistant Tuberculosis. Indian J Med Microbiol 2008;14:145-9  
In press articles may be included in the text in circular brackets and not listed in the references. The name and initials of the first author and the journal title should be given in the words -in press.

e.g. (Parikh M et al. Rapid diagnosis of tubercular meningitis. AIDS; 2007 - in press).

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

1. Parija SC. A text book of Medical Parasitology: 1st ed. (All India Publishers and Distributors, Madras) 1996:30-34.
2. Hamerton JL. Human cytogenetics. (New York Academic Press) 1971, Vol. II:12-18. When the reference is to author(s) who has contributed to the book, the name of the author(s) should be given. Miller JM, O'hara CM. Substrate utilization systems for the identification of bacteria and yeasts, Chapter 10. In: Manual of clinical Microbiology, 6th ed. T. Tenover FC, Tenover FC, Tenover FC, Eds. (ASM Press, Washington DC) 1995:103.
3. Baron EJ, Tenover FC, Tenover FC. (Eds) Spirochetes and other spiral shaped organisms, Chapter 31. In: Bailey and Scott's Diagnostic Microbiology, 10th ed. (W.B. Saunders Company, Philadelphia, PA) 1990:445.

### **Online Journals**

Friedman SA. Preeclampsia: A review of the role of prostaglandins. Obstet Gynecol (serial online). January 1998; 71:22-37. Available from BRS. Accessed on December 15, 2007.

### **World Wide Web**

Gostin LO. Drug use and HIV/AIDS (WHO Website). June 1, 2006. Available at: <http://www.who.int>. Accessed on June 26, 1997.

**All references given must be original and complete. Reference “cited by” and “quoted by” from other publications should not be included.**

Download a [PowerPoint presentation](#) on common reference styles and using the reference checking facility on the manuscript submission site.

## ✓ Tables

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Table should be typed separately and numbered consecutively with Arabic numerals (1, 2, 3, etc.). They should bear brief title. Column headings should be underlined. Horizontal lines should be used to separate rows. Units of measurement should be abbreviated and placed below the headings. Statistical measurement variations such as SD are to be given in full.

## ✓ Illustrations

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For hard copy submissions, three sets of illustrations (one set original and 2 copies) should be submitted, numbered consecutively in Arabic numerals on good quality tracing paper or Bristol board. Letters, numbers and symbols should be clear in the figures and of sufficient size, so that when reduced to a single column (8.5 cm) or double (17.0 x 21.0 cm) column sizes. Photomicrographs should have internal scale markers regarding details of magnification. Arrows and letter used in the photomicrographs should contrast with the background. Only high quality figures/images (at least 800 pixels) are acceptable.

All published material should be acknowledged and copyright material should be submitted along with the written permission of copyright holder.

Colour illustrations will be accepted only at the author's expense.

## ✓ Page Charges, Proof and Reprints

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There are publication charges, except if the article is too lengthy or colour printing is desired.

Reprints order must be sent to the Editorial Office along with the corrected proofs, if not sent earlier, within 48 hours. Twenty Reprints of published articles (including book reviews) will be available at Rs.1000/- (Rupees one thousand only) to the corresponding author. For colour photographs page charges will be decided by the publisher.

Corresponding authors of accepted articles are supplied printer's galley proof and reprints order/charges for colour printing. Corrections on the proof are permitted only and no substantial additions/deletions should be made. No change in the names of the authors (by way of additions and deletions) is permitted.

## ✓ Undertaking

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We, the undersigned, give an undertaking to the following effect with regard to our article entitled " \_\_\_\_\_ " submitted for publication in \_\_\_\_\_ Journal of \_\_\_\_\_ Physicians.

1. The article mentioned above has not been published or submitted to or accepted for publication in any form, in any other journal.
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## ✓ Important

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2. Each author should have generated at least part of the intellectual content of the paper.
3. Each author should be able to defend publicly in the scientific community, that intellectual content of the paper for which he/she can take responsibility.
4. No addition/deletion or any change in the sequence of the authorship will be permissible at a later stage, without valid reasons/permissions.

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