

Manuscript Guidelines of APCRI Journal

Information for Authors

APCRI Journal is the official journal of the Association for Prevention and Control of Rabies in India. It is inviting Contributions from the Scientific Community, who may not be members of APCRI, with articles on Rabies and related matter. The contributions may be in the form of Original Articles, Review Articles, Brief Reports, Case Reports, Letters to the Editor, Personal Viewpoint, News and News Brief communications concerning clinical, laboratory and therapeutic observations and preliminary communications will be published as short reports or in a still condensed form as Letters to the Editor. Single case reports will usually not be accepted, unless some new or unusual aspect is brought out which adds to the existing knowledge.

Submission of Manuscript

All manuscripts should be submitted exclusively to APCRI Journal. The manuscript should be sent by E-Mail to the Editorial Office. The E-Mail addresses are as follows: apcrijournal@gmail.com and amita.bekam@yahooindia.com. The manuscript should be accompanied by a covering letter from the author to the Editor. The journal accepts manuscripts in electronic version as MS Word attachments.

Authorship

The uniform requirements for manuscripts submitted to medical journals state that authorship credit should be based only on substantial contribution to (a) concept and design, or analysis and interpretation of data, and to (b) drafting the article or revising it critically for important intellectual content, and on (c) final approval of the version to be published. Conditions (a), (b) and (c) must all be met. Participation solely in the acquisition of funding or the collection of data does not justify authorship. The corresponding author(s) should assure that all the authors included in the manuscript fulfill the criteria of authorship outlined above and that no one else who fulfills the criteria for authorship has been excluded. The contribution of each author must be clearly indicated in the title page, which will be printed if the article is accepted for publication. APCRI reserves the right to clarify itself regarding the specific role of each listed author to justify authorship. No change in authorship will be permitted after the manuscript has been submitted to the journal without the consent of the Editorial Board.

Contributorship/Acknowledgements

There may be persons who do not fulfil the authorship criteria listed above. They might have contributed in various stages of planning, conduct of the study (such as data collection) and reporting the work. Such individuals can be acknowledged by listing them in the end of the manuscript or contributorship giving details of their contribution to the study. Authors are responsible for obtaining written permission from everyone acknowledged by name because readers may infer

their endorsement of the data and conclusions.

Original Articles

Original Articles should report original research relevant to Rabies and Rabies related matters. The format for Original Articles is provided below.

Title page should contain (i) the title of the article, which should be concise but informative; (ii) a short running title of not more than 40 characters (omit letters and spaces) placed at the top end of the title page; (iii) initials and surname of each author, and designation at the time when the work was done; (iv) list the contribution of each author; (v) name of department(s) and institution(s) to which the work should be attributed; (vi) disclaimer, if any; (vii) name, address, telephone, FAX, E-mail address of the corresponding author; (viii) name and address of author to whom reprint requests should be addressed; (ix) the source(s) of support in the form of grant, equipment, drugs, or all of these.

Abstracts and Key (indexing) Words: Abstract should be structured (divided into objectives, design, setting, subjects, interventions, main outcome measures, results and conclusion) in not more than 250 words. A short list of four to five key words to facilitate indexing should be provided below the abstract. Use terms from the Medical Subject Headings list from Index Medicus.

Text

Text should contain sections on introduction, methodology, results, and discussion.

Introduction: Must state clearly the purpose of the article. Summarize the rationale for conducting the study. Give only strictly pertinent references, and do not review the subject more than the purpose of the article.

Methodology: It should provide details of subject selection (patients or experimental animals), the methods, apparatus (manufacturer's name and address in parentheses) and procedures must be given in sufficient detail to allow other workers to reproduce the results. Give references to established methods, provide references and brief descriptions of methods that have been published but not well known, describe new or substantially modified methods, giving reasons for using them and evaluate their limitations. The design of study and details of interventions used must be clearly described. Identify precisely all drugs and chemicals used, including generic names, dosages and routes of administration. Patient identification must be provided in consonance with current international trends, wherever indicated, the manuscripts will be subjected to detailed epidemiological cum statistical review. Therefore details of statistical methods used for analysis must be described in detail. Excellent guidelines on the use of statistical methods and on the interpretation of statistical material as well as checklist for statisticians have been published.

While reporting randomized controlled trials (RCT), authors must attempt to be in conformity with the

Consolidated Standards of Reporting Trials (CONSORT) statement. Some of the issues that must be taken into account while reporting RCTs include how allocation sequence was generated and concealed, all randomization was done, methods for blinding, post-study calculations of sample size, definition of primary and secondary outcome variables, duration of post-intervention follow-up, selection of controls, etc.

Results: Present results in logical sequences in the text, tables and illustrations; avoid presenting more than 4 tables and two illustrations per original article.

Discussion: Emphasize the new and important aspects of the study and conclusions that follow from them. Do not repeat the detailed data given in the Results section. Discuss the implications of the findings and their limitations. Link the conclusions with the goals of the study but avoid impartial statements and conclusion not completely supported by your data. State new hypotheses when warranted, but clearly label them as such. Recommendations, when appropriate may be included.

Key Messages: Important key messages, which the authors feel need highlighting, should be presented at the end of the manuscript.

Review Articles

Authoritative and state-of-the-art review articles on topical issues are also published. The author(s) should consult the Editor before submitting such articles.

Brief Reports

Brief clinical and laboratory observations are included as Brief Reports. The text should contain not more than 1000 words, two illustrations or tables and up to 10 references. An abstract and keywords are not required.

Case Reports

Restrictive cases with a message are published as case reports. Routine syndromes or rare entities without unusual or new features are invariably rejected. The text should contain no more than 1000 words, two illustrations or tables and up to 10 references. The authorship should not exceed 3-4 persons.

Letters to the Editor

Those may relate to material published in the APCH Journal, topic of interest to the APCH members, and/or unusual clinical observations. A letter should not be more than 300 words, one figure and 3-5 references.

Personal View Point

Such articles are also published on debates and related topics including sociological aspects. These should not exceed 2000 words and will be reviewed by the Editorial Board.

Notes and News

Announcements of conferences, symposia or meetings on Indian and Indian related topics may be sent for publication at least 8 months in advance of the starting date. Details of programs should not be included.

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 parentheses). References cited only in titles or in legends to figures should be numbered in accordance with a sequence established by the first identification of the particular table or illustration.

The title of journals should be abbreviated according to the style used in Index Medicus. The reference style must conform to the style for international biomedical journals. Do not use abstracts, unpublished observations and personal communications as references. Such items may however be inserted in the text in parentheses. Include among the references, manuscripts accepted but not yet published; designate the journal followed by "in press" in parentheses.

Information from manuscripts submitted but not yet accepted should be cited in the text as "unpublished observations" in parentheses.

Examples of correct form of references are given below:

1. **Original Journal Article** (Use all numbers when six or less. When seven or more, list only first six and add et al.)
Soleman K, Karavilla KA, Job V, Selvakumar R, Iyengarath L, Kumaganapathy AS, et al. Randomized controlled trial of once vs twice daily punitamycin therapy in newborn Indian Pediatrics 1990; 36: 133-137.
2. **Corporate Author:** Nutrition Subcommittee of the Indian Academy of Pediatrics. Report of the Committee. Indian Pediatr 1972; 0:560. *Books and Other Monographs.*
3. **Personal Author(s)** Marpli CD. The frequency and character of urinary tract infections in unselected group of women. Ann Indian Med.
4. **Citation in Book:** Kumar CM, Deshpande R, Panjam A. Urinary tract infections in school children. *Medicine (Baltimore)* 1964;43: 92-136.

Tables

Type each table double space. Tables should be simple and should not duplicate information in the text of the paper. Number tables (Roman numbers) consecutively and supply a brief title for each. Give each column a short or abbreviated heading. Place explanatory matter in footnotes, not in the heading. Explain in footnotes all non-standard abbreviations that are used in each table. For footnotes, use the following symbols in the sequence: *, N, §, 0, **, 1, etc. Identify statistical measures of variations, such as SD and SEM. Cite each table in the text in consecutive order. If you use data from another published or unpublished source, obtain permission and acknowledge fully.

The manuscripts should be addressed to:

Dr. Anjan Gowami, Editor, APCH Journal, Editor's Office 2B-A, Carvelan Road, 2nd floor, Flat No. 2A, Kolkata - 700025, India. Telephone: +91-33-24463826. Mobile: +919830212894.

E-Mail: anjan_kolkata29@rediffmail.com, apchjournal@gmail.com, gowami.anjan@gmail.com and dr.anjan.gowami@gmail.com.