

Journal of Public Health Concern Trust (JPHECT)

Authors are requested to submit the following document along with this manuscript:

1. Forwarding Letter
2. Authorship declaration
3. Manuscript
4. Ethical Approval letter (for research articles)
5. Patient Consent (for case report)
6. Supplementary files, if necessary

Submission must adhere to pfect journal format or missing required documents will be rejected. To minimize the risk of rejection, author should use appropriate templates for different types of articles and refer to pfect journal checklist and citation guideline

Submission

Submission Preparation Checklist

Authors must tick off whether their entry complies with all of the following requirements as part of the submission process; entries that don't follow these rules risk having their submissions returned to authors. This submission meets the requirements outlined in the Author Guideline.

√	The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
√	The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
√	Where available, URLs for the references have been provided.
√	The text is double-spaced; uses a 12-point Times New Roman font and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
√	The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.
√	All tables and figures have been numbered and labeled.
√	Permission has been obtained to publish all photos, datasets and other material provided with this submission.

Author Guidelines

Authors are encouraged to submit work to this publication. An editor will review each submission to make sure it fits the aims and Scope of this publication. Before being accepted or rejected, those who are thought to be a good fit will be submitted for peer assessment.

It is the authors' responsibility to get consent before submitting anything, including images, documents, and datasets, in order to publish them. To be listed as an author, each author listed on the submission must provide their permission. When necessary, research should be authorized by a suitable ethical committee in compliance with national laws pertaining to the study.

If a submission doesn't live up to the required basic standards of quality, an editor may simply reject it. Please make sure the research argument and study design are well-organised and stated before submitting. The abstract should be able to stand alone and the title should be succinct. Reviewers will be more likely to agree to review the paper if this is done. Once you're confident that your submission satisfies this requirement, please get your submission ready by using the checklist below.

Pfect Journal guidelines and Checklist

1. Author guidelines
2. Authorship Declaration form
3. Author checklist before submission

Manuscript Submission

- Manuscripts must be written in clear and concise English and must be submitted to the 'Editorial Office' of journal of pfect Nepal.
- Digital submission in a pen drive or email attachment is mandatory according to the guidelines provided.
- Corresponding authors should clearly mention their address along with their email address and phone number as mentioned in the declaration sheet.
- If the author wishes to withdraw a manuscript, a written letter signed by all the co-authors, addressed to the 'Chief Editor' should be submitted to the 'Editorial

Office'.

- Before sending a manuscript, authors are requested to check for the latest instructions available at website.

Manuscript Preparation

- The manuscript must be typed double-spaced in A4 size white paper with Times New Roman Font, size of 12 points.
- Margins should be a minimum of 25 mm in all sides.
- Page number should be inserted at bottom center and the pages should be numbered consecutively, beginning with the title page.
- Each section of the manuscript should commence in the following sequence: title page, structured abstract, keywords, introduction, methods, results, tables and graphs (not more than with caption list, discussion, conclusion, acknowledgement if any and references.
- **For case report:** Abstract, Keywords, Introduction, Case Report, Discussion, References, Tables and figure legends.
- Particular attention should be taken to ensure the manuscript adheres to the style of the journal in all respects.

Word Limits

- Original Article: Up to 2500 words excluding references (up to 30) and abstract (up to 250).
- Review Article: Up to 3000 words excluding references (up to >50 but <100) and abstract (250).
- Case Report: Up to 1000 words excluding references (up to 10) and abstract (up to 100), up to three photographs.
- Viewpoint: These articles are personal views and allow you to express your own point of view on any issues relevant to health. Up to 800 words excluding reference (up to 5-8)

Language and Grammar

- Uniformity in the language
- Use abbreviated form only after using its full form when it first appears in the text except abstract.

Publication and Decision Time

If the submission is complete as per guideline. Peer review process will be initiated. Author are requested to regularly check their submission status.

First decision: 7-14 days (Initial decision without review);
90 days (with review)

Most submission are accepted and published within a year

Guideline for Original Article

Original Article

Instruction: Authors submitting articles to the journal are requested to prepare their manuscripts following these guidelines:

MANUSCRIPT

Title Page

- Title should be Concise, specific, and self-explanatory. It should reflect the nature of the study including population, variable and setting.
- Length: Not more than 12 words
- Font: Times New Roman, Size 12
- Formatting: Capitalize the first letter followed by lowercase (E.g., Ventilator Associated Pneumonia among Patients Admitted in Intensive Care Unit)
- **Authors:**
 - First name, middle name and last name.
 - Authors affiliation, including department, work address.
 - For the corresponding author's name, Department, Work Address, Phone and Email.

2nd Page: Abstract and Text

- State the full title of the manuscript (without author names), followed by abstract and main text.

ABSTRACT

Include full title of the manuscript

- **Word Limit:** Upto 250 words.
- **Structure:** Write a single paragraph using double-spacing, in past tense, active voice and third person
- **Content Section Include:**
 - **Introduction** - Provide the context for the study and state the purpose of the research
 - **Methods**- Briefly outline the methods used in the study
 - **Results** - Present the major results of the research

- **Conclusion** -Summarize the significance of the findings.
- **Note:** Do not include abbreviations and citations

Key Words

- Include 3-5 keywords in alphabetical order
- Format: Non-Italicized and in Time New Roman font

INTRODUCTION

Introduction should provide context or background including the problem's significance, existing knowledge and the gap the study aims to fulfill.

- Word limit: 150 words
- Include the information about main variables that contributed to the problem.
- Give historical background of the topic and include past developments and research.
- Provide prevailing issues and causes related to the topic.
- Indicate whether the problem is a priority.
- Use a "funneling down" or "zooming in" approach moving from broad to specific, from international to regional/national data.
- Clearly state the objectives and rationale for this study.
- Give the current state of knowledge & identify gaps the study will address.
- Briefly mention the researcher competence to conduct the study.
- Cite the references in Vancouver style.

METHODS

Include design, setting, and population, sample size, sampling technique, instrument used, data collection method, data analysis, statistical methods and ethical principles all in paragraph form.

Methods include following :

- The chosen study designs.
- Setting and study population.
- Sampling method and sample size

- Inclusion and exclusion criteria.
- Data collection instruments, development process, and content covered and data collection period.
- Validation and reliability procedures for instruments.
- Ethical approval details.
- Data processing procedures (coding, classification, tabulation).
- Statistical tests used, with significance levels.
- Any assistance sought for data analysis.

RESULTS

- Present findings in logically in the text supported by tables and figures.
- Number tables and figures consecutively, with descriptive, self-explanatory titles.
- Limit to a maximum of 6 tables/figures.
- Use table headings with the first letter capitalized.
- Include details of statistical tests and significance levels.

DISCUSSION

- Summarize main findings and compare them with relevant studies.
- Discuss implications, strengths, and limitations of the study.

CONCLUSION

- Keep concise and directly related to the objectives, findings, and research questions.
- Include recommendations if appropriate.
- Do not include limitations or discussion points in this section.

REFERENCES

- List all relevant and recent references in Vancouver style with online links, DOI or PubMed link.
- References cited only in tables or figure legends should be numbered according to the sequence established by their first identification in the text of the particular table or figure.

- Use the style of the examples below, which are based on the Citation Medicine formats used by the NLM in Index Medicus.
- The titles of journals should be abbreviated according to the style used in Index Medicus.
- Use complete name of the journal for non-indexed journals. Avoid using abstracts as references.
- Information from manuscripts submitted but not accepted should be cited in the text as “unpublished observations” with written permission from the source.
- Avoid citing a “personal communication” unless it provides essential information not available from a public source, in which case the name of the person and date of communication should be cited in parentheses in the text.
- Include the last names and initials of the authors, title of article, name of publications, year published, volume number, and inclusive pages. The style and punctuation of the references should conform to the following examples.

Journal: Dangal G, Poudel BD, Jha AK. Palliative Care in Resource-poor Settings: Inequalities, Challenges, and Opportunities. *J Nepal Health Res Council.* 2017;15(37):I-II. DOI: <http://dx.doi.org/10.3126/jnhrc.v15i3.18837>

Book: Magar A, Shrestha RK, Palikhey S, Shrestha S, Dhakal A. *Angel's Concise Clinical Methods.* Kathmandu: Makalu Publication; 2006.

Include up to 30 sources adhering to academic citation standards. Write et al only after six authors.

Guideline for Case Report

CASE REPORT

TITLE

- Complete title of the article.
- Provide the running title- not more than 50 characters.
- Be short, accurate, and unambiguous giving your paper a distinct outlook.
- Begin with the subject of the study.

- Include the author information as published in the Journal
- Mention any conflicts of interest, if applicable

ABSTRACT

The abstract should contain the essence of the whole paper and should stand alone. Be clear, concise and avoid unnecessary details.

- Non-structured abstract:
 - World limit 150 words
 - 3-5 key words arranged alphabetically

INTRODUCTION

- World limit 100 words.
- Use reference at the end of the sentences i.e., after the full stop without parentheses.
- Include only Pertinent information.

CASE

- Reason for reporting this case.
- Avoid unnecessary words.
- The report should detail: What happened to the patient, the time course of event, why the particular management was chosen, and its outcome.

DISCUSSION

- Provide and discuss with the latest literatures regarding your case report.
- Mention about limitations of your study.
- Obtained Valid written expressed consent from the patient which must be included in the manuscript. The identity of the patient must not be revealed by text or figures. If the figure or picture tends to reveal the identity of the individual, it is the author's responsibility to have explained so to the patient before submitting the manuscript.

CONCLUSION

Conclusion should be short and to the point, linked with objective, purpose, research question and research findings.

REFERENCES

- Follow Vancouver referencing style.
- Do citation at the end of the sentence.
- Do not provide more than 10 references.

Guideline for Review Article

REVIEW ARTICLE

Only solicited review articles will be accepted. A review article must encompass all aspects of the selected issue, incorporating the most recent findings and research. It serves as a synthesis and summary of prior research on a specific subject. Unlike original research articles, which present new discoveries or analyses, review articles provide an overview and analysis of previously published literature. They can take various forms, including literature reviews, scoping reviews, meta-analyses, and systematic reviews. Review articles are beneficial for professionals, students, and researchers seeking a comprehensive understanding of a particular topic.

Expected learning outcome from reading a review article:

- Present the main developments and discoveries related to the subject.
- Examine the historical progression of developments in the relevant subject.
- Identify, categorize and highlight the main gaps and deficiencies in the topic under discussion.
- Report on current discussions and current scientific debates regarding the relevant topic.
- Provide insight into future research for topic.

Contents of a review:

TITLE

The title should be short, concise, comprehensive and descriptive of all the article's content, using minimum words.

- It may convey the message of the article, not just its coverage.
- A longer subtitle may be included if necessary for specification

The title should only be framed as a question if that

question remains unanswered at the time of writing.

ABSTRACT

- The abstract should not exceed 250 words and should be structured with a background, main body and short conclusion.
- For systematic and best evidence reviews, one or two sentences describing the context and purpose of the review.
- Provide a general overview of the methodological approach in a few sentences followed by description of main outcomes.
- Conclude with One or two sentences that linked to the objectives.
- Minimize the use of abbreviations and refrain from citing references in the abstract
- Include 3-5 Key words.

INTRODUCTION

This section should provide background information, outline the article's aims, summarize existing literature, and introduce the issue under discussion.

- Include the 'Subject background' to illustrate the context.
- Identify the 'Problem' such as new trends, perspectives, gaps, conflicts, or a specific issue.
- Justify the 'Motivation/justification' for reviewing the literature, detail approach and the organization of the text are described.

METHODS

- Describe the method used to conduct the review. Systematic and best evidence reviews should include a methods section to allow for replication.
- Narrative reviews may not have a dedicated methods section but should provide some information about the methods used at the end of the introduction.
- The material and methods section should include details about data sources (e.g., bibliographic databases), search terms and strategies, selection criteria (inclusion/exclusion of studies), the number of studies screened, and the number included, as well as statistical methods for meta-analysis.

- Ensure that data sources are clearly identified, prioritizing precision in this section.

BODY (Main Part of Article)

- This section should contain the main content of the article and may be divided into subsections with informative headings.
- Summarize the cases and methods of each article discussed.
- Present investigated techniques according to established classifications, covering each classification or section separately.
- Identify leading articles or institutions in the subject area to analyze unresolved problems, existing challenges, and future work.
- Ensure coherent structuring of the topic, with subheadings reflecting the organization and content of various sections.
- Possible criteria for structuring include methodological approaches, models or theories, support for a thesis, studies with differing conclusions, chronological order, and geographical location.
- Cover one idea, aspect, or topic per paragraph, and avoid referencing only one study per paragraph; instead, consider multiple studies.
- Frequently link research findings back to the research question stated in the introduction to maintain coherence.
- Compare and discuss relationships between studies.

CONCLUSION

- Clearly state the main conclusions and explain their relevance or importance to the field.
- Address the research question posed in the introduction.
- Discuss the implications of the findings, interpretations by the authors (keeping them separate from factual information), unresolved questions, and recommendations.
- Ensure a clear take-home message that integrates the points discussed in the review, avoiding mere repetition of the abstract.

ACKNOWLEDGEMENT

- Express gratitude to individuals who assisted with the literature search, structuring of material, or writing process (whose contributions do not warrant co-authorship).
- Expresses gratitude to funding organization and specifies the funding program (often required by funding agencies)
- Provide full names of people and their specific contributions to the project.
- Mention the name of the funding agency and program, along with the grant number and recipient's name.

REFERENCES

- The ideal review should be topical, up-to-date, balanced, accurate, authoritative, quotable, provocative, and engaging.
- Include every reference cited in the text; do not add additional references. Avoid secondary sources and ensure original sources are cited directly
- Aim for a Range of 50-100 references which is generally appropriate. For narrative reviews include all the relevant, high- quality studies.
- Systematic and best evidence reviews need explicit criteria for the inclusion/exclusion of studies used for data collection.

Guideline for Medical Education

Medical Education

A perspective on undergraduate, post graduate, and continuing medical education.

Word limit: up to 1500 words excluding an abstract of up to 150 words

Content:

Academic methods may include teaching strategies, curriculum reform, training, curriculum development and evidence-based practice.

Guideline for Viewpoint

Personal Viewpoint

Personal views and opinions on issues relevant to health science, aimed at raising awareness, presenting new ideas, and providing thoughtful insight.

Word limit: Maximum 800 words (excluding references, up to 5-8)

Content: Articles in this section are based on current issues and provide personal expert opinions.

Guideline for Institutional Report

Institutional Report

An academic or healthcare-related report that will be beneficial to the research community.

Word limit: up to 800 words, excluding a summary of up to 150 words.

Content

Academic methods may include teaching methods, curriculum reform, training, curriculum development and evidence-based practice. Healthcare-related reports may include annual report of from hospital administration, reports on continuing medical education in hospitals, health camp reports and policy related articles that will contribute to healthcare quality.

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