

Instructions to the Authors

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About the Journal

Journal of Health Specialties (JHS) is a quarterly peer-reviewed international journal published by the Saudi Commission of Health Specialties. The journal's full text is available online at www.thejhs.org. The journal allows free access (Open Access) to its contents and permits authors to self-archive final accepted versions of articles on any OAI-compliant institutional / subject-based repository. The journal does not charge for submission, processing or publication of manuscripts.

Scope of the journal

JHS is a multidisciplinary journal with the objective of publishing papers on the latest trends in medical education, reserach and healthcare professional practice. JHS welcomes scientific submission from authors in the following categories: Original Research (Basic and Clinical), Evidence based/Systematic reviews, Clinical Science and Case Reports/Reviews (with discussion), Short Communications, Letter to the Editor, Commentaries, etc.

The journal respects the scientific submission of its authors, therefore, all submitted manuscript are processed through an expeditious double-blind peer review process. We, at the JHS, aim at completing the review process within the scheduled time frame (6-8 weeks).

JHS believes in safeguarding the privacy rights of human subjects. In order to comply with it, the journal instructs all authors (when uploading the manuscript) to also add the ethical clearance (human/animals) and informed consent of subject(s) included in the manuscript. This applies to Case Report/Reviews that involve animal/human subjects and specimens.

The Editorial Process

A manuscript will be reviewed for possible publication with the understanding that it is being submitted to JHS alone at that point in time and has not been previously published, simultaneously submitted, or already accepted for publication elsewhere. The journal expects that authors will authorize one author to correspond with the Journal for all matters related to the manuscript. All manuscripts received will be duly acknowledged. On submission, editors carry out an initial review of all manuscripts for suitability for formal review. Manuscripts with insufficient originality, serious scientific or technical flaws, or lack a significant message are rejected before proceeding for formal review. Manuscripts that are unlikely to be of interest to the Journal of Health Specialties readers will be rejected at this stage.

Manuscripts that are found suitable for publication in the JHS are sent to two or more expert reviewers. During submission, the contributor is requested to provide names of two or three qualified reviewers who have had experience in the subject of the submitted manuscript, but this is not mandatory. The reviewers should not be affiliated with the same institutes as the contributor (s). However, the selection of these reviewers is at the sole discretion of the editor. The journal follows a double-blind review process. The reviewers and authors are unaware of each other's identity. Every manuscript is also assigned to a member of the editorial team, who based on the comments from the reviewers takes a final decision on the manuscript. The comments and suggestions (acceptance/ rejection/ amendments in manuscript) received from reviewers are conveyed to the corresponding author. If required, the author is requested to provide a point by point response to reviewers' comments and submit a revised version of the manuscript. This process is repeated till reviewers and editors are satisfied with the manuscript.

Manuscripts accepted for publication are copy edited for grammar, punctuation, print style, and format. Page proofs are sent to the corresponding author. The corresponding author is expected to return the corrected proofs within three days. It may not be possible to incorporate corrections received after that period. The whole process of submission of the manuscript to final decision and sending and receiving proofs is completed online.

Clinical trial registry

Manuscripts reporting results of clinical trials must provide a registration number. Registration of clinical trials must be done prior to the initiation of the study on a publicly available data base. At present, the data bases that are satisfactory are the NIH registry <http://www.clinicaltrials.gov> and the International Standard Randomized Controlled Trial Number

(<http://isrctn.com>).

Authorship Criteria

Authorship credit should be based only on substantial contributions to each of the two components mentioned below:

1. Concept and design of study or acquisition of data or analysis and interpretation of data;
2. Drafting the article or revising it critically for important intellectual content.

Participation solely in the acquisition of funding, the collection of data or general supervision of the research group does not justify authorship. Therefore, each author shall have contributed substantially to the substance and or reporting of information contained in the article. The order author names should be based on the relative contribution of the contributor towards the study and writing the manuscript.

Conflicts of Interest/ Competing Interests

All authors must disclose any and all conflicts of interest they may have with publication of the manuscript or an institution or product that are mentioned in the manuscript and or are important to the outcome of the study presented. Authors should also disclose conflict of interest with products that compete with those mentioned in their manuscript.

Submission of Manuscripts

All manuscripts must be submitted on-line through the website www.journalonweb.com/jhs . First time users will have to register at this site. Registration is free but mandatory. Registered authors can keep track of their articles after logging into the site using their user name and password. Authors do not have to pay for submission, processing or publication of articles. If problems are encountered, please contact the editorial office by e-mail at editor.jhs@scfhs.org .

Manuscripts not meeting these guidelines in "Instructions to Authors" will be returned to the authors for correction, before they undergo editorial and peer-review. Generally. Manuscripts should be submitted in the form of five separate files (see below):

[1] A covering letter signed by all authors

[2] The Cover page, containing:

This file should provide

- a. Acknowledgement (s), if any. One or more statements should specify (1) contributions that need acknowledging but do not justify authorship, such as general support by a departmental chair; (2) acknowledgments of technical help; and (3) acknowledgments of financial and material support, which should specify the nature of the support. This should be included in the title page of the manuscript and not in the main article file.
- b. If the manuscript was presented in whole or part at a meeting; the authors must declare the organization, place, and exact date on which it was read. A full statement to the editor about all submissions and previous reports that might be regarded as redundant publication of the same or very similar work. Any such work should be referred to specifically, and referenced in the new paper. Copies of such material should be included with the submitted paper, to help the editor decide how to handle the matter.
- c. Registration number in case of a clinical trial and where it is registered (name of the registry and its URL)
- d. Conflicts of Interest of each author and 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.
- e. Criteria for inclusion in the authors' or contributors' list
- f. 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, if that information is not included on the manuscript itself.

[3] Blinded Article file:

The manuscript must not contain any mention of the authors' names or initials or the institution at which the study was done or acknowledgements. Page headers and running title can include the title but not the authors' names. Manuscripts not in compliance with The Journal's blinding policy will be returned to the corresponding author. The main text of the article, beginning from Abstract till References should be in this file. Use rtf/doc files. Do not zip the files. Limit the file size to 1024 kb (1MB). Do not incorporate images in the file. The pages should be numbered consecutively, beginning with the first page of the blinded article file.

Therefore five files will be submitted:

1. Covering letter
2. Cover page
3. Full text plus references and figure legends
4. Tables
5. Figures and illustrations

[4] Images: :

Submit good quality color images. Each image should be less than 4 MB in size. Size of the image can be reduced by decreasing the actual height and width of the images (keep around 1800 x 1200 pixels or 5-6 inches). Images can be submitted as jpeg files. Do not zip the files. Legends for the figures/images should be included at the end of the article file.

[5] The contributors' / copyright transfer form

The template provided below has to be submitted in original with the signatures of all the contributors within two weeks of submission via courier, fax or email (copyright at www.Medknow.com) as a scanned image. It can also be uploaded online from your area on the site www.journalonweb.com. Print ready hard copies of the images (one set) or digital images should be sent to the journal office at the time of submitting revised manuscript. If the upload images are not print ready and you have higher resolution images it can be sent by email on images at www.Medknow.com).

The hard copies of the Contributors' form / copyright transfer form may be sent to the following addresses or submitted online from the authors' area on www.journalonweb.com/jhs.

Professor Ziad Ahmed Memish
Department of Medical Education and Postgraduate Studies
The Saudi Commission for Health Specialties
PO Box 94656
Saudi Riyadh, 11614
Saudi Arabia

Preparation of Manuscripts

Manuscripts must be prepared in accordance with "Uniform requirements for Manuscripts submitted to Biomedical Journals" developed by the International Committee of Medical Journal Editors (October 2006). The uniform requirements and specific requirement of JHS are summarized below. Before submitting a manuscript, contributors are requested to check for the latest instructions available. Instructions are also available from the website of the journal and from the manuscript submission site (<http://www.journalonweb.com>).

JHS accepts manuscripts written in British English.

Copies of any permission(s)

It is the responsibility of authors/ contributors to obtain permissions for reproducing any copyrighted material. A copy of the permission obtained must accompany the manuscript.

Types of Manuscripts

Original Articles:

The text of Original Articles should amount to 3000 words (excluding Abstract, references and Tables) should be divided into sections with the headings Abstract, Key-words, Introduction, Material and Methods, Results, Discussion, References, Tables and Figure legends. The article should be supported by 25-35 references.

Reporting Guidelines for Specific Study Designs

Initiative	Type of Study	Source
CONSORT	Randomized controlled trials	http://www.consort-statement.org
STARD	Studies of diagnostic accuracy	http://www.consort-statement.org/stardstatement.htm
QUOROM	Systematic reviews and meta-analyses	http://www.consort-statement.org/Initiatives/MOOSE/moose.pdf
STROBE	Observational studies in epidemiology	http://www.strobe-statement.org
MOOSE	Meta-analyses of observational studies in epidemiology	http://www.consort-statement.org/Initiatives/MOOSE/moose.pdf

Review Articles:

Most of these articles will be commissioned by the editor on the basis that the invited author is an acknowledged expert in his subject area. However, similarly experienced authors are encouraged to make submissions. Anyone considering making a submission of a review is encouraged to contact the editor, editor.jhs@scfhs.org.

The manuscript should not be more than 3000 words (excluding references and abstract) and should be supported with more than 40 references. Only reports which carry added value for professional practice will be considered for review.

Case Reviews:

The manuscript should not be no less than 1500 words (excluding references and abstract) and should be supported with more than 15 references. Only reviews which carry added value for professional practice will be considered for review.

Case Reports:

The manuscript should not be no less than 1000 words (excluding references and abstract) and should be supported with up to 10-14 references. Only reports which carry added value for professional practice will be considered for review.

Letter to the Editor:

The letter could have up to 500 words and 5 references. It could be generally authored by not more than four authors.

Other:

Editorial, Guest Editorial, and Commentary are solicited by the editorial board.

References

References should be numbered consecutively in the order in which they are first mentioned in the text (not in alphabetic order). Identify references in text, tables, and legends by Arabic numerals in superscript with square bracket after the punctuation marks. References cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure. Use the style of the examples below, which are based on the 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. The commonly cited types of references are shown here, for other types of references such as newspaper items please refer to ICMJE Guidelines (<http://www.icmje.org> or http://www.nlm.nih.gov/bsd/uniform_requirements.html).

Articles in Journals

1. Standard journal article (for up to six authors): Shukla N, Husain N, Agarwal GG, Husain M. Utility of cysticercus fasciolaris antigen in Dot ELISA for the diagnosis of neurocysticercosis. *Indian J Med Sci* 2008;62:222-7.
2. Standard journal article (for more than six authors): List the first six contributors followed by et al. Nozari Y, Hashemlu A, Hatmi ZN, Sheikvatan M, Iravani A, Bazdar A, et al. Outcome of coronary artery bypass grafting in patients without major risk factors and patients with at least one major risk factor for coronary artery disease. *Indian J Med Sci* 2007;61:547-54
3. Volume with supplement: Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. *Environ Health Perspect* 1994; 102 Suppl 1:275-82.
4. Issue with supplement: Payne DK, Sullivan MD, Massie MJ. Women's psychological reactions to breast cancer. *Semin Oncol* 1996; 23(1, Suppl 2):89-97.

Books and Other Monographs

1. Personal author(s): Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed. Albany (NY): Delmar Publishers; 1996.
2. Editor(s), compiler(s) as author: Norman IJ, Redfern SJ, editors. Mental health care for elderly people. New York: Churchill Livingstone; 1996.
3. Chapter in a book: Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis, and management. 2nd ed. New York: Raven Press; 1995. pp. 465-78.

Electronic Sources as reference

Journal article on the Internet

Aboud S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. *Am J Nurs* [serial on the Internet]. 2002 Jun [cited 2002 Aug 12];102(6):[about 3 p.]. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>

Monograph on the Internet

Foley KM, Gelband H, editors. Improving palliative care for cancer [monograph on the Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <http://www.nap.edu/books/0309074029/html/>.

Homepage/Web site

Cancer-Pain.org [homepage on the Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>.

Part of a homepage/Web site

American Medical Association [homepage on the Internet]. Chicago: The Association; c1995-2002 [updated 2001 Aug 23; cited 2002 Aug 12]. AMA Office of Group Practice Liaison; [about 2 screens]. Available from: <http://www.ama-assn.org/ama/pub/category/1736.html>

Tables

- Tables should be self-explanatory and should not duplicate information in main text
- Number tables, in Arabic numerals, consecutively in the order in the text
- Explain in footnotes all non-standard abbreviations that are used in a table
- For footnotes use the following symbols, in this sequence: *, †, ‡, §, ||, ¶, **, ††, ‡‡
- Tables shall be submitted in a separate file

Illustrations (Figures)

- Upload the images in JPEG format. The file size should be within 1024 kb in size while uploading.
- Figures should be numbered consecutively as they appear in text.
- Final figures for print production: Send sharp, glossy, un-mounted, color photographic prints, with height of 4 inches and width of 6 inches at the time of submitting the revised manuscript. Print outs of digital photographs are not acceptable. If digital images are the only source of images, ensure that the image has minimum resolution of 300 dpi or 1800 x 1600 pixels. Send the images on a CD. Each figure should have a label pasted (avoid use of liquid gum for pasting) on its back indicating the number of the figure, the running title, top of the figure and the legends of the figure. Do not write the contributor/s' name (s). Do not write on the back of figures, scratch, or mark them by using paper clips.
- The Journal reserves the right to crop, rotate, reduce, or enlarge the photographs to an acceptable size.

Protection of Patients' Rights to Privacy



Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and

the patient (or parent or guardian, wherever applicable) gives informed consent for publication. Authors should remove patients' names from figures unless they have obtained informed consent from the patients. The journal abides by ICMJE guidelines:

1) Authors, not the journals nor the publisher, need to obtain the patient consent form before the publication and have the form properly archived. The consent forms are not to be uploaded with the cover letter or sent through email to editorial or publisher offices.

2) If the manuscript contains patient images that preclude anonymity, or a description that has obvious indication to the identity of the patient, a statement about obtaining informed patient consent should be indicated in the manuscript.

Sending a revised manuscript



The revised version of the manuscript should be submitted online in a manner similar to that used for submission of the manuscript for the first time. However, there is no need to submit the “First Page” or “Covering Letter” file while submitting a revised version. When submitting a revised manuscript, contributors are requested to include, the ‘referees’ remarks along with point by point clarification at the beginning in the revised file itself. In addition, they are expected to mark the changes as underlined or colored text in the article.

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Checklist



Covering letter

- Signed by all contributors
- Previous publication / presentations mentioned
- Source of funding mentioned
- Conflicts of interest disclosed

Authors

- Last name and given name provided along with Middle name initials (where applicable)
- Author for correspondence, with e-mail address provided

Presentation and format

- Double spacing
- Margins 2.5 cm from all four sides
- Page numbers included at bottom

- Headings in title case (not ALL CAPITALS)
- Send the article file without 'Track Changes'

Language and grammar

- Uniformly British English

Contributors' form



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