

## Manuscript Guidelines for Healthcare e-Compendium

- The approximate word count for the article is up to 2000-3000 words, excluding the references to a maximum 20.
- Article must be typed in single-space including all text, references, tables, and figure legends and should be sent in a single word file.
- Spell out all abbreviations used for the first time in the text.
- Add unit names to all data and values.
- Kindly provide suitable tables/charts, figures, illustrations, and guidelines wherever appropriate.
- Add a comment in the text where the table/illustration should appear.
- Article should have an abstract, keywords, introduction and conclusion.

### **While writing please take care of the following issues**

- > The literature that is available on the internet or elsewhere involves copyright issues. The idea would therefore be to assimilate the information and elaborate on it from the individual's perspective in their own words.
- > Same would apply to illustrations and images.
- > Certain things like guidelines and recommendations can be used freely.
- > Writer can freely use data from trials but it has to be interpreted and represented differently.
- > All chapters are checked for plagiarism which determines the similarity index with the original work/article. Kindly try to ensure that the content is rewritten and have a similarity index lower than 10% (Any sentence longer than 2-3 lines to be modified and written in author's own language).
- > Please provide the Subhead levels in the text files.
- > Please declare all permissions and copyright clearance for elements used in the manuscript and send a copy to the editor.

### **Brief insight on how to avoid plagiarism**

- Make sure to write the text in your own words and acknowledge the source appropriately.
- If the text is paraphrased, then also the source must be properly acknowledged.
- Avoid copying any verbatim; if at all, verbatim used anywhere, make sure it should not be more than 2 lines.
- Even if a large proportion of verbatim is being used, kindly quote them and put into inverted commas, and remember to cite the reference/source properly.
- Do not use any image/figures/illustrations/tables from other publishers without their prior permission. Kindly attain copyright permissions for same, before using it. Kindly cite the reference/give credits to the respective author/publisher just below the illustrations/figures/tables etc.
- If using your own work published before, kindly acquire permissions from the respective publisher before using it and cite the reference suitably.

- If using any standard definitions/guidelines, make sure the permissions are there or kindly put the definitions in inverted comma as a quotation, and cite appositely to obviate any copyright issue.
- There should be not cut/copy paste or patch writing.
- Even if using anything from open access articles, do not copy the entire verbatim and acknowledge the reference as correctly desired.

Kindly submit articles with plagiarism as low as possible; nonetheless, the maximum permissible limit is 10%.

### Author credits

- The lead author is allowed maximum of two co-authors.
- All details of authors should be provided in the first page.
- Please also fill Author Consent Form.
- Ensure to include each Author's complete name, degree, academic or professional affiliation, city, and state (or country).
- Provide e-mail address, mailing address, and contact number of the respective author.

### Format for manuscript

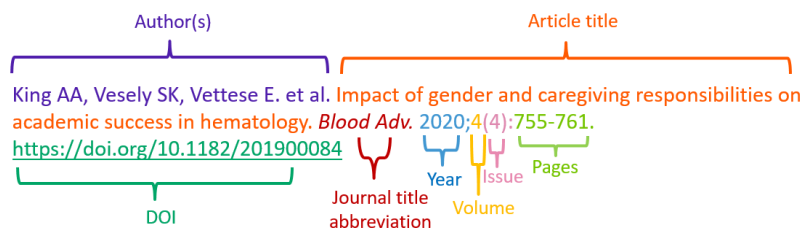
- > Use text font: 12, Calibri, Sentence case [Headings size: 14, bold, Capitalize Each Word].
- > Line spacing should be: single (before: 0pt and after: 6pt).
- > Data collected from any kind of source should be free from previous formatting (tip: make sure to right click: 'keep only text').
- > Kindly write content of figures separately (should not be the part of figure, as in jpeg format) (example; Figure 1: Showing.... and so on, as separate text below the figure).
- > Write reference in square brackets followed by fullstop (example: text [**20**].); one must bold the reference numbers.
- > Multiple reference numbers should be in ascending order separated by comas, or if continuous then use hyphen (example: text [**3,6, 9-14, 18, 20**].).
- > Use simple bullets or numbering (should not indent much or do not use multiple indents one after the other).

Do not add extra formats like styles, background, watermark, or page border, etc.

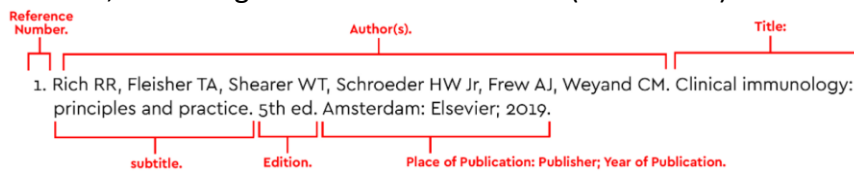
### References

- > All article/chapters to have references in the text. Please limit the number of references to a maximum of 20.
- > References must be cited sequentially only at the end of the manuscript in the order as appearing in the text.
- > Follow the Vancouver style for the references, using the Index Medicus abbreviations for journals that are indexed; if a journal is not indexed, use full name.
- > If there are more than three authors, cite first three and add "et al."

- > Example (Journal): Lacasse Y, Selman M, Costabel U, et al. Clinical Diagnosis of Hypersensitivity Pneumonitis. *Am J Respir Crit Care Med*. 2003; 168:952-58. Doi: 10.1164/rccm.200301-137OC



- > Example (Book): Fauci AS, Braunwald E, Isselbacher KJ, et al, editors. Harrison's principles of internal medicine. 14th ed. New York: McGraw Hill, Health Professions Division; 1998. Page number. ISBN number (if available).



- > Example (Webpages or online documents):



## Images

- Medium for delivery of photographs: Individual PNG or JPEG files each at resolution no lower than 300 dpi (118 pixels/cm) when viewed at 100 mm width.
- Medium for delivery of drawings: Digital files in MS Word, MS PowerPoint, JPEG, PNG or PDF format.
- Figure should be clear from any copyright issues, or else redesign them for authenticity.

## Tables

Kindly provide the source of tables and if possible do also send the original articles from where the tables have been obtained. These issues pertain to copyright clearances and the tables cannot be used until there is a certainty regarding whether permissions are required or not.