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How to Write a Manuscript for Submission to a Medical Journal

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Manuscript Sections



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3. Manuscript Sections

- **Requirements** for reporting within sections of all study designs and manuscript formats.

- | | |
|-----------------|------------------------------|
| a) Title Page | g) References |
| b) Abstract | h) Tables |
| c) Introduction | i) Illustrations |
| d) Methods | j) Units of Measurement |
| e) Results | k) Abbreviations and Symbols |
| f) Discussion | |



a. Title Page

- General information about an article and its authors is presented on a manuscript title page.
- It includes the article title, author information, any disclaimers, sources of support, word count, and sometimes the number of tables and figures.



a. Title Page

- The title provides a distilled description of the complete article and should include information that, along with the abstract.
- **Reporting guidelines:** some journals require that information about the study design be a part of the title (particularly important for randomized trials and systematic reviews and meta-analyses).



a. Title Page

Author Information

- Each author's highest academic degrees should be listed, name of the department(s) and institution(s) or organizations where the work should be attributed should be specified.
- Most electronic submission systems require that authors provide full contact information, including land mail and e-mail addresses, but the title page should list the corresponding authors' telephone and fax numbers and e-mail address.



a. Title Page

- ICMJE encourages the listing of authors' Open Researcher and Contributor Identification (**ORCID**).
- **Disclaimers:** An example of a disclaimer is an author's statement that the views expressed in the submitted article are his or her own and not an official position of the institution or funder.



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Who we ORCID ?

- ORCID is governed by a Board of Directors representative of its membership, with wide stakeholder representation. ORCID is supported by a dedicated and knowledgeable professional staff in the research community.



a. Title Page

- **Word count:**

A word count for the paper's text, excluding its abstract, acknowledgments, tables, figure legends, and references.



a. Title Page

• **Number of figures and tables:**

Some submission systems require specification of the number of figures and tables before uploading the relevant files.



a. Title Page

Disclosure of relationships and activities:

- Disclosure information for each author needs to be part of the manuscript
- The ICMJE has developed a uniform Disclosure Form for use by ICMJE member journals, and the ICMJE encourages other journals to adopt it.



b. Abstract

- Original research, systematic reviews, and meta-analyses require structured abstracts.
- The abstract should provide the context or background for the study.
- It should state the study's purpose, procedures (selection of study participants, settings, measurements, analytical methods), main findings, and principal conclusions.



b. Abstract

- It should emphasize new and important aspects of the study or observations, note important limitations, and not over-interpret findings.
- Clinical trial abstracts should include items that the CONSORT group has identified as essential.
- **Funding** sources should be listed separately after the abstract.



c. Introduction

- **Provide a context or background for the study.**
- State the specific purpose or research objective of, or hypothesis tested by, the study or observation.
- Cite only directly pertinent references, and do not include data or conclusions.



d. Methods

- **The guiding principle of the Methods** section should be clarity about how and why a study was done in a particular way.
- The Methods section should aim to be sufficiently detailed that able to reproduce the results.
- **In general**, the section should include only information that was available at the time the plan or protocol for the study was being written.



d. Methods

- The Methods section should include a statement indicating that the research was approved by an independent local, regional or national review body (e.g., ethics committee, institutional review board).



i. Selection & Description of Participants

- Clearly describe the selection of observational or experimental participants, including eligibility and exclusion criteria, description of source population.
- Because the relevance of such variables as age, sex, or ethnicity is not known at time of study design.



i. Selection & Description of Participants

- Ensure correct use of the terms sex (when reporting biological factors) and gender.
- If the study was done involving an exclusive population, for example in only one sex, authors should justify why, except in obvious cases, (e.g., prostate cancer)."



i. Selection & Description of Participants

- Authors should define how they determined race or ethnicity and justify their relevance.



ii. Technical Information

- Specify the study's main and secondary objectives—usually identified as primary and secondary outcomes.
- Identify methods, and procedures in sufficient detail to allow others to reproduce the results.



ii. Technical Information

- Give references to established methods, including statistical methods; provide references and brief descriptions for methods that have been published.
- Describe new or substantially modified methods, give reasons for using them, and limitations.



iii. Statistics

- **Describe statistical methods** with enough detail to enable a knowledgeable reader with access to the original data to judge its appropriateness for the study and to verify the reported results.



iii. Statistics

- References for the design of the study and statistical methods should be to standard works when possible (with pages stated).
- Define statistical terms, abbreviations, and most symbols.



e. Results

- **Present your results in logical sequence** in the text, tables, and figures, giving the main or most important findings first.
- Do not repeat all the data in the tables or figures in the text; emphasize or summarize only the most important observations.



e. Results

- Extra or supplementary materials and technical details can be placed in an appendix where they will be accessible.



f. Discussion

- It is useful to begin the discussion by briefly summarizing the main findings, and explanations.
- Emphasize the new and important aspects of your study and put your findings in the context.
- State the limitations of your study, and explore the implications of your findings for future research.



f. Discussion

- Discuss the influence or association of variables, such as sex and/or gender, on your findings, where appropriate, and the limitations of the data.



f. Discussion

- Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not adequately supported by the data.
- In particular, distinguish between clinical and statistical significance.



g. References

- i. General Considerations Related to References**
- Authors should provide direct references to original research sources whenever possible.
 - Authors should avoid citing predatory journals.



g. References

- i. General Considerations Related to References**
- Avoid citing a "personal communication" unless it provides essential information not available from a public source.
 - For scientific articles, obtain written permission and confirmation of accuracy from the source.



g. References

i. General Considerations Related to References

- For articles published in journals indexed in **MEDLINE**, the **ICMJE** considers **PubMed** the authoritative source for information about retractions.
- Authors can identify retracted articles in MEDLINE by searching PubMed for "Retracted publication [pt]", where the term "pt" in square brackets stands for publication type, or by going directly to the PubMed's list of retracted publications.



g. References

i. General Considerations Related to References

- References should be numbered consecutively in the order in which they are first mentioned in the text.



g. References

i. General Considerations Related to References

- 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.
- The titles of journals should be abbreviated according to the style used for **MEDLINE** (www.ncbi.nlm.nih.gov/nlmcatalog/journals).



MEDLINE® and PubMed®: The Resources Guide

- [MEDLINE®](#) National Library of Medicine® (NLM®) Started in the 1960s, contains citations and abstracts for biomedical literature from around the world (26 million references from 1946s)
- [PubMed®](#) available since 1996, with more than 30 million references include the MEDLINE database plus other citations, provides free access to MEDLINE and links to full text articles when possible. (National Centre of Biotechnology Information – NCBI)
- [PMC \(PubMed Central\)](#) launched in 2000 as a free archive for full-text biomedical and life sciences journal articles.



h. Tables

- Tables capture information concisely and display it efficiently; they also provide information at any desired level of detail and precision.
- Including data in tables rather than text frequently makes it possible to reduce the length of the text.
- Prepare tables according to the specific journal's requirements; to avoid errors.



h. Tables

- **Number tables consecutively** in the order of their first citation in the text and supply a title for each.
- **Titles** in tables should be short but self-explanatory, containing information that allows readers to understand the table's content.



h. Tables

- Give each column a short or an abbreviated heading.
- Explain all nonstandard abbreviations in footnotes, and use symbols to explain information.
- Symbols may vary from journal to journal (alphabet letter or such symbols as *, †, ‡, §).



i. Illustrations (Figures)

- Digital images of manuscript illustrations should be submitted in a suitable format for print publication.
- Most submission systems have detailed instructions on the quality of images.



i. Illustrations (Figures)

- Permission is required, irrespective of authorship or publisher except for documents in the public domain.



j. Units of Measurement

- Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or liter) or their decimal multiples.



k. Abbreviations and Symbols

- Use only standard abbreviations; use of nonstandard abbreviations can be confusing to readers.
- Avoid abbreviations in the title of the manuscript.
- The spelled-out abbreviation followed by the abbreviation should be used on first mention unless the abbreviation is a standard unit of measurement.



Let's Practice !!

- Go for any published paper and look for all these topics in order.



Are You Ready Now ??



Reference

- Mendeley Manual for Librarians
https://www.elsevier.com/_data/assets/pdf_file/0011/117992/Mendeley-Manual-for-Librarians_2017.pdf
- EQUATOR toolkit for writing research!
<https://www.equator-network.org/toolkits/writing-research/>
- ICMJE (International Committee for Medical Journals)
<http://www.icmje.org/about-icmje/>
- MEDLINE, PubMed, and PMC (PubMed Central): How are they different?
<https://www.nlm.nih.gov/bsd/difference.html>
- A Look At Some Commonly Confused Words
<https://www.lexico.com/grammar/commonly-confused-words>
- Spell Checker Online Website
<https://www.online-spellcheck.com/>
- Reporting medical research
<https://www.ncbi.nlm.nih.gov/pubmed/23656235>




