**Manuscript Submission Checklist**

Submitted by: E-mail □  Post □  Both □

**Covering letter and submission :**
1. Covering letter (in original) □
2. Copyright transfer form (in original) □
3. Illustrations (in original) □
4. Manuscript (E-mail/original) □
5. Category for which submitted □

**Presentation and Format :**
1. Printed on A4 paper with 1” margins on all sides in double space. □
2. Abstract, text, acknowledgement, references, legends, tables starting on a new page. □
3. Title page contains the following:
   - Full title of the paper □
   - Initials, surname and highest degree of authors, affiliation □
   - Name of Departments/Institution □
   - Details of Corresponding Authors including e-mail □
   - Numbers in Arabic numeral □
4. Abstract (Hindi and English) and Key words provided. □
5. “What this study adds” Box (only for research papers and short communications). □
6. References. □
7. Pages numbered consecutively. □

**Language and Grammar :**
1. Uniform American English. □
2. Abbreviations spelt out in full for first time. □
3. Text arranged as per IMRAD format. □
5. Conventional units used throughout manuscript □

**Tables and Figures :**
1. No repetition of data in Table/graphs and in text. □
2. Figures are black and white (except Images), good quality; with labels on back. □
3. Table numbers in roman numerals and Figure numbers in Arabic numerals. □
4. Correct symbols used for footnotes to tables. □
5. Figure legends provided. □
6. Patient privacy maintained. □