
Journal of Health and Allied Sciences

Author Instructions

INTRODUCTION

Journal of Health and Allied Sciences (JHAS, ISSN Print 2091-2579, Online 2019-2587) is an official publication of School of Health and Allied Sciences, Faculty of Health Sciences, Pokhara University, Nepal. It is a peer-reviewed, open access journal which is published biannually. The journal is available in both print and Online formats.

SCOPE OF THE JOURNAL

Journal of Health and Allied Sciences publishes original research articles, review articles, case reports, editorials/letter to editors, viewpoints focusing on community health, primary health care, epidemiology, biostatistics, public health administration, health care delivery systems, health economics, health promotion, medical sociology/anthropology, health services, public health, nursing, laboratory sciences, medical, dental and pharmaceutical sciences.

It aims to provide a platform to researchers to publish their articles. Submitted papers must be in technical English, suitable for scientific publication. All articles have to be original articles that have not been published elsewhere or are being considered for publication in other journals. All articles submitted are peer reviewed by experts. Receipts of the manuscript are duly acknowledged.

The journal has a very transparent and robust system for reviewing articles. Its editorial board included the reviewers from Nepal and abroad. It also publishes articles from across the globe with an aim to contribute to the knowledge & practice of health and health care.

EDITORIAL PROCESS

Journal of Health and Allied Sciences is committed to an unbiased, independent, anonymous and confidential review of articles submitted to it. Journal follows a double blind peer review process: in the first stage, the manuscript content, structure and format is assessed to ensure that it is according to the journal's guidelines and instructions for manuscript preparation. Manuscripts with no compliance to the journal manuscript are returned back to the author for compliance and resubmission.

In the second stage, it is assessed for the scientific validity, worth of contents and soundness of the methodology. Based on the reviewers' comments, manuscript is either rejected or sent back to authors for revision and re-revisions. If the original or revised article is deemed fit for publication by the reviewers, it is accepted and sent for production. Any

violations noticed against journals declaration, it has to be notified to the editorial board of journal.

TYPES OF MANUSCRIPTS

Manuscripts must be prepared in accordance with uniform requirements for manuscripts submitted to Bio medical journal developed by the International Committee of Medical Journal Editors (ICMJE). Specific guideline of JHAS are summarized below. Instruction is also available from the website (www.pushas.edu.np/journal). The journal publishes the original articles, review articles, case reports, editorials, viewpoints, letter to the editors.

Preparation of Manuscript

American spellings should be used. Authors are requested to adhere to the word limits. Editorial/viewpoint/ short communications/case reports should be about 1500 words; review articles should be limited to 3000 words and original articles should limit to 2500. This word limit includes abstract and main text. Authors must mention the word count on the main article file. Articles exceeding the word limit for a particular category of manuscript would not be processed further. All articles should mention how human and animal ethical aspect of the study was addressed. Whether informed consent was taken or not? When reporting experiment on human subjects, authors should indicate whether the procedures followed were in accordance with the latest updates/revised of Helsinki Declaration of 1975.

GENERAL REQUIREMENTS OF MANUSCRIPT

File: Microsoft Word

Font: Times New Roman

Type of article: Should be written at right upper corner, 12 size, bold; e.g. Original, review, short communication

Title of the article: Size 16, bold, alignment center, title case
Author: Size 12, alignment center, bold, italics
Affiliation/Address: Size 12, regular, title case, bold

Correspondence: Size 10, regular, should be at foot notes.

Heading first order: Size 14, bold, capital letters

Heading second order: Size 12, title case

Text: Other text regular, size 12

Margins: Adjusted, top 1 inch, bottom 1 inch, left 1 inch, right 1 inch

Page no.: Times New Roman, size 12, alignment center, bottom of page

Details: Abbreviations and contractions should be

kept to a minimum. Such information should be integrated into the text.

Title of article: It should be clear, concise and not too long (15 or 20 words)

Name(s) of author(s): If there is more than one author, indicate to whom communications should be done. Complete postal address along with mailing address and the affiliating institution must be provided.

Abbreviation: As there are no universally accepted abbreviations authors should use familiar ones and should define them when used first in the text.

Each of the following sections should be clearly depicted.

ABSTRACT: Should be clear, descriptive, completely self-explanatory (introduction, methods, results, conclusion) and not longer than 300 words. (Heading size 14, bold, capital letters, text size 12, regular)

Key words: Normally 3-6 items, title case, size 12 regular

INTRODUCTION: It should be brief and limited to the definition of the problem, the aims and purposes of the research and its relation with other studies in the field. Also the working hypothesis must be clearly stated. (Heading size 14, bold, uppercase, text 12)

METHODS AND MATERIALS: Correct standardized procedures should be described in detail. It should include relevant details on the experimental design and techniques so that the experiments can be repeated. (Heading size 14, bold, uppercase, text 12)

RESULTS: Results should be clearly presented. Tables or Figures should be included (if required). Appropriate statistics must be applied to enable readers to justify findings.

DISCUSSION: Discussion is the interpretation of the results and their relation to the existing status. The information given in any part of the text may be cited but not repeated in discussion. (Heading size 12, bold, title case). Must be presented with valid justification and comparing with established facts. (Heading size 14, bold, uppercase, text 12)

Illustrations: The figures (photographs, drawings, graphs and schemes) must be numbered with Arabic numerals. If needed a short description is also accepted. They should be numbered in separate sequence and referred as Fig. 1 and Plate I both in caption and citation.

Tables: Tables must be numbered with Arabic numerals in

the order in which they are cited in the text. They should have a brief descriptive title placed at the top. A short description is also accepted. Tables cannot duplicate data contained in the text. Heading text bold 12. These should be numbered and presented in text, e.g. Table: 1. Scientific tables must be used.

CONCLUSION: Must be objectively defined, precise and point-wise.

ACKNOWLEDGEMENT: Kindly be brief in acknowledgement. The acknowledgment of the contributions of participants and colleagues can be stated in this section.

REFERENCES: Authenticity of the references is the responsibility of author(s) and should be in Vancouver style of referencing. In the text, references should be cited in the text by number in superscript form and the list should be in the order of citation. Citations from personal communications and unpublished data are not acceptable.

Views expressed in the journal are the intellectual property of the authors and these are not the views of the journal editorial board. Any violations of the existing laws are punishable and the authors should be responsible for their own expressions.

SUBMISSION OF MANUSCRIPT

Manuscripts have to be prepared as per the specific format of the original article, review articles and others (these can be downloaded from the journal website (www.pushas.edu.np/journal) or requested to the editor through Email: jhas@pushas.edu.np). Manuscript complying with the guideline should be submitted through electronic mail with 1) covering letter 2) contributors form 3) Checklist 4) Title Page 5) Abstract and 6) Text/manuscript detail including the lists of references used. In addition, Ethical Approval Letter and other accessory documents has to be submitted (only on the request of Journal editorial board). If manuscript is submitted electronically, there is no need to send a hard copy.

Submit article (including references) as electronic copy through online manuscript submission system at website: www.pushas.edu.np/post-article/ This is an online manuscript processing system which allows submissions and tracking of the decision and its progress till print proof stage. Authors need to register as a new author for their first submission. Author registration is a simple self-explanatory process.

Template for different types of manuscripts (Original article, Review article, Letter to editors, Case reports/ Viewpoints/ editorials) can be downloaded from www.pushas.edu.np/instruction.

For Detail: Editorial Office

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JOURNAL ETHICS

We are committed to meeting and upholding standards of ethical behavior at all stages of the publication process. We follow the guideline produced by Committee on Publication Ethics (COPE), International Committee of Medical Journal Editors (ICMJE) to provide guidelines for best practices in order to meet these requirements.

Manuscripts submitted to this journal should not have been published or under consideration for publication in any substantial form in any other publication. The article are published under the terms of the latest Creative Commons Attribution-Non Commercial-Share Alike License, unless the notified otherwise.

CHECKLIST

Manuscript Title

Covering letter

- Signed by Corresponding author
- Previous publication / presentations mentioned
- Source of funding mentioned
- Conflicts of interest disclosed

Authors

- Middle name initials provided
- Author for correspondence, with e-mail address provided
- Number of contributors restricted as per the instructions
- Identity not revealed in paper except title page (e.g. name of the institute in material and methods, citing previous study as 'our study', names on figure labels, name of institute in photographs, etc.)

Presentation and format

- Double spacing
- Margins 1 inch from all four sides
- Title page contains all the desired information
- Running title provided (not more than 50 characters)

- Abstract page contains the full title of the manuscript
- Abstract provided (not more than 300 words)
- Structured abstract provided for an original article
- Key words provided (three to six) Key messages provided
- Headings in title case (not ALL CAPITALS, not underlined)
- References cited in superscript in the text without brackets
- References according to the journal's instructions.

Language and grammar

- Uniformly British English
- Abbreviations spelt out in full for the first time
- Numerals from 1 to 10 spelt out
- Numerals at the beginning of the sentence spelt out

Tables and figures

- No repetition of data in tables/graphs and in text
- Actual numbers from which graphs drawn, provided
- Figures necessary and of good quality (colour)
- Table and figure numbers in Arabic letters (not Roman)
- Labels pasted on back of the photographs (no names written)
- Figure legends provided (not more than 40 words)

PUBLISHER

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This journal does not charge any fee for submission, review, processing, publication and to read the papers submitted to it. The priority will be given to the scientifically conducted research by developing countries authors to help their work visible to the scientific communities.

AHEAD OF PRINT POLICY

Articles published online under the Ahead of Print are considered published and these can be cited and quoted.

ARCHIVING POLICY

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to make it available in a good faith that like-minded people e.g. researcher could contact them.

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dissemination and a wider impact of our publications.

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CONFLICT OF INTEREST

A brief statement on source of funding and conflict of interest should be included. We require the author, peer reviewer, editors and editorial staffs to disclose any potential conflict of interest related to article and publishing process. We request authors to disclose Conflict of Interest.
