INSTRUCTION FOR AUTHORS

Nepalese Journal of ENT Head and Neck Surgery (Nepalese J ENT Head Neck Surg) is a biannual official publication of Society of Otolaryngologists of Nepal.

Submit paper in accordance with these instructions for a quick processing and subsequent publication. The Editorial board does not necessarily agree with the views in articles published in Nepalese J ENT Head Neck Surg.

The manuscript is reviewed for publication in the Nepalese J ENT Head Neck Surg on the understanding that it has not been submitted simultaneously to another journal, has not been accepted for publication elsewhere or has not already been published. On acceptance, a manuscript becomes the copyright of the Nepalese J ENT Head Neck Surg. Manuscripts are subjected to peer review (two anonymous peer reviewers) but the Editor-in-chief reserves the right to make the final decision regarding publication and to make literary amendments wherever necessary. The proofs of the articles will be sent to the corresponding authors for minor corrections and must be returned to the journal email address via online within 2 weeks time (from the date of dispatch). Major alterations will not be accepted at this time. The Nepalese J ENT Head Neck Surg accepts the criteria for authors proposed in "uniform requirements for manuscripts submitted to biomedical journals" as published by International Committee of Medical Journal Editors (ICMJE) www.icmje.org.

A covering letter signed by all authors must accompany submission, stating that all have seen and approved the manuscript and are fully conversant with its contents. Authors must mention in the covering letter any potential or actual personal, financial or political interest they may have in the study. It should be disclosed if an abstract of the work has previously been published or if any papers using data set or relating to the same topic have been published or submitted by any of the authors for publication elsewhere. Results of multicentre studies should be reported under the name of the organization. We aim to reach decision on submitted articles within eight weeks. Rejected manuscripts will not be returned.

It is mandatory for all the authors to obtain and submit Ethical Clearance document, properly signed and scanned to the Editorial board while submitting an article. All studies (including case reports) of human subjects must contain an appropriate statement within the materials and methods section or case presentation section indicating the approval of study by the Institutional Review Board that subjects have signed written informed consent or that the Institutional Review Board waived the need for informed consent. Before your submission can be sent out for peer review, it is necessary that you address this issue of institutional review approval. This is in accordance with the International Committee of Journal Editors uniform requirements for manuscripts submitted to biomedical journals. Please see http://www.icmje.org for more details. All studies in which animals are used must contain a statement within the materials and methods section confirming approval by the Institutional Animal Care and Use committee and that the care and handling of the animals were in accord with National Institutes of health Guidelines or another appropriate internationally recognized guideline for ethical animal treatment.

MANUSCRIPTS MUST BE SUPPLIED AS FOLLOWS:
The articles should adhere to the following format; text should be in 12pt font size, New Times Roman double spaced in Microsoft Word. The references and legends should be at the end of the text. Please provide all photographs in colour whenever possible. Photographic images must be submitted in non-compressed files with 300-dpi resolution. Place each illustration in a separate file.

We offer a provision for submitting manuscripts via online submission at www.solnepal.org.np or email your article at yogeshneupane@hotmail.com

EACH OF THE FOLLOWING SECTIONS SHOULD BE IN A NEW PAGE:
- Title Page
- Abstract
- Acknowledgement(s)
- References
- Illustrations

TITLE PAGE SHOULD GIVE THE FOLLOWING INFORMATION:
- The article and initials of each author
- Department & institution to which the work should be attributed to
- Address, telephone & fax number, and e-mail address of the author responsible for correspondence
- Details of financial support and a short title
- Words appearing as Medical Subject Headings (MeSH) in the supplement to the Index Medicus may be used as key words.
ABSTRACT:
The second page of the manuscript should carry an abstract of less than 250 words. It should include the following sections: Aims & Objective, Materials and Methods, Results and Conclusion.

TEXT:
Suggested Outline would be:

- Introduction
- Materials and methods
- Results
- Discussion
- Conclusion

The subheadings in text should be written in capital letters. The findings should be analysed by statistical methods and be well interpreted showing the level of significance.

Randomised controlled trials (RCTs) should be clearly identified as such. Test should be gender-neutral. Patient confidentiality must be maintained in articles and illustrations unless specific written consent has been provided & can be provided to the journal. Papers reporting studies that relate to human investigation (e.g. controlled trials or animal experimentation) are published only if the design of the work has been approved by hospital and/or national ethics committees. Research on human must conform to the standards of the declaration of Helsinki (See BmJ 194; 2005: 177). The authors should mention if there are competing interests.

ACKNOWLEDGEMENTS:
All acknowledgements including financial support should be mentioned under this heading.

TABLES & ILLUSTRATIONS:
The headings of the table should be written on the top. Ensure that all units of measurements are included and that all tables are listed in the text. If a table or illustration has been reproduced from a published work, the reference must be given with full, written permission granted by the author and by the publisher. If images (photographs/line drawings) are to be included, clearly scanned images free from technical facts should be submitted. Magnified area of key interest should be indicated by an arrow, symbol or abbreviation, with the details explained at the bottom of the figures. While doing so, the author should provide a clean duplicate image also. Captions for each image must be provided in the last page of the manuscript.

- Image file format: jpg, gif
- Resolution: 300 dpi (dots per inch)

REFERENCES:
References should strictly follow Vancouver system (http://www.ilf.monosh.edu.an/tutorials/citing/vancouver.html)
Authors must supply the complete URL for each reference as cited on Medline. Accuracy of references is the sole responsibility of the author & articles found to contain inaccuracies in references will be returned. Authors must not cite references to works they have not read without explicitly that their information derives from a secondary source. Authors must also ensure that the material is cited with the approval of the originator. Reference, numbered in the order they are mentioned in text, should be listed on a separate page. Journal abbreviations should be as listed in Index Medicus.

While citing reference, please follow the modifications as under:

- Superscripts rather than brackets must be used
- Numbers should be inserted to the left of column & semi-columns.
- Full stops are placed before the reference number
- Ensure that punctuations form is consistently applied

Examples:


Statistics and units of measurement:
Decimal points, not commas, should be used. All measurements should be expressed in SI units. Numerical data should be analysed by appropriate statistical methods and these should be mentioned clearly in the methodology section of the text. Authors are required to ensure the validity of any statistical test presented as a significant component of a submitted article.

CASE REPORTS:
The topic should be on significant clinical relevance, important educational content and interest to journal readers. The case report should consist of:

1. A sentence or two of introduction
2. Key words
3. The main body of text and discussion
4. A conclusion
5. Five or less than five references (In certain cases we accept up to ten references maximum)

Images should be included with clear legends. The word length should be between 500-1000 words.

MEDICAL EDUCATION:
Medical education section should be pertinent to the education process in the medical field. It may be about teaching learning process in undergraduate, postgraduate or higher levels.

AUDITS:
The audits should be written in different subheadings similar to original articles. Whether the original article submitted to the journal belongs to original article itself or is published under the section of audit finally relies on the editorial board.

REVIEW ARTICLE:
There is no need of structured abstract. Authors of review article can divide the article into different sections as favourable by discussing with the editor.

HOW I DO IT SECTION:
This section should describe in brief a procedure (usually a surgical one) by an eminent expert in the field. This section dose not need abstract. The work may be a modification of a well established clerical procedure or can be totally new one. But the latter must have been tested by scientific means with the result being equal or superior to the clerical one. The word length should not be more than 1000 words.

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