

Instructions to the Authors

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The Editorial Process



A manuscript will be reviewed for possible publication with the understanding that it is being submitted to Journal of Ayurveda Case Reports alone at that point in time and has not been published anywhere, simultaneously submitted, or already accepted for publication elsewhere. The journal expects that authors would authorize one of them to correspond with the Journal for all matters related to the manuscript. All manuscripts received are duly acknowledged. On submission, editors review all submitted manuscripts initially for suitability for formal review. Manuscripts with insufficient originality, serious scientific or technical flaws, or lack of a significant message are rejected before proceeding for formal peer-review. Manuscripts that are unlikely to be of interest to the Journal of Ayurveda Case Reports readers are also liable to be rejected at this stage itself.

Manuscripts that are found suitable for publication in Journal of Ayurveda Case Reports are sent to two or more expert reviewers. During submission, the contributor is requested to provide names of two or three qualified reviewers who have had experience in the subject of the submitted manuscript, but this is not mandatory. The reviewers should not be affiliated with the same institutes as the contributor/s. However, the selection of these reviewers is at the sole discretion of the editor. The journal follows a double-blind review process, wherein the reviewers and authors are unaware of each other's identity. Every manuscript is also assigned to a member of the editorial team, who based on the comments from the reviewers takes a final decision on the manuscript. The comments and suggestions (acceptance/ rejection/ amendments in manuscript) received from reviewers are conveyed to the corresponding author. If required, the author is requested to provide a point by point response to reviewers' comments and submit a revised version of the manuscript. This process is repeated till reviewers and editors are satisfied with the manuscript.

Manuscripts accepted for publication are copy edited for grammar, punctuation, print style, and format. Page proofs are sent to the corresponding author. The corresponding author is expected to return the corrected proofs within three days. It may not be possible to incorporate corrections received after that period. The whole process of submission of the manuscript to final decision and sending and receiving proofs is completed online. To achieve faster and greater dissemination of knowledge and information, the journal publishes articles online as 'Ahead of Print' immediately on acceptance.

Authorship Criteria



Authorship credit should be based only on substantial contributions to each of the three components mentioned below:

1. Concept and design of study or acquisition of data or analysis and interpretation of data;
2. Drafting the article or revising it critically for important intellectual content; and
3. Final approval of the version to be published.

Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship. Each contributor should have participated sufficiently in the work to take public responsibility for appropriate portions of the content of the manuscript. The order of naming the contributors should be based on the relative contribution of the contributor towards the study and writing the manuscript. Once submitted the order cannot be changed without written consent of all the contributors. The journal prescribes a maximum number of authors for manuscripts depending upon the type of manuscript, its scope and number of institutions involved (vide infra). The authors should provide a justification, if the number of authors exceeds these limits.

Contribution Details



Contributors should provide a description of contributions made by each of them towards the manuscript. The description should be divided into the following categories, as applicable: concept, design, the definition of intellectual content, literature search, data acquisition, data analysis, manuscript preparation, manuscript editing, and manuscript review. One or more authors should take responsibility for the integrity of the work as a whole from inception to published article and should be designated as 'guarantor'.

Conflicts of Interest/ Competing Interests



All authors must disclose any and all conflicts of interest they may have with the publication of the manuscript or an institution or product that is mentioned in the manuscript and/or is important to the outcome of the study presented. Authors should also disclose conflict of interest with products that compete with those mentioned in their manuscript.

Submission of Manuscripts



All manuscripts must be submitted on-line through <https://review.jow.medknow.com/jacr>. First time users will have to register at this site. Registration is free but mandatory. Registered authors can keep track of their articles after logging into the site using their user name and password.

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The submitted manuscripts that are not as per the "Instructions to Authors" would be returned to the authors for technical correction, before they undergo editorial/ peer-review. Generally, the manuscript should be submitted in the form of two separate files:

[1] Title Page/First Page File/covering letter:

This file should provide

1. The type of manuscript (case report, Letter to the editor, etc.) title of the manuscript, running title, names of all authors/ contributors (with their highest academic degrees, designation and affiliations) and name(s) of department(s) and/ or institution(s) to which the work should be credited. All information which can reveal your identity should be here. Use text/rtf/doc files. Do not zip the files.
2. Source(s) of support in the form of grants, equipment, drugs, or all of these;
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[2] **Blinded Article file:** The main text of the article, beginning from Abstract till References (including tables) should be in this file. The file must not contain any mention of the authors' names or initials or the institution at which the study was done or acknowledgements. Page headers/running title can include the title but not the authors' names. Manuscripts not in compliance with the Journal's blinding policy will be returned to the corresponding author. Use rtf/doc files. Do not zip the files. **Limit the file size to 1 MB.** Do not incorporate images in the file. If file size is large, graphs can be submitted as images separately without incorporating them in the article file to reduce the size of the file. The pages should be numbered consecutively, beginning with the first page of the blinded article file.

[3] **Images:** Submit good quality color images. **Each image should be less than 2 MB in size.** Size of the image can be reduced by decreasing the actual height and width of the images (keep up to 1600 x 1200 pixels or 5-6 inches). Images can be submitted as jpeg files. Do not zip the files. Legends for the figures/images should be included at the end of the article file.

[4] **The contributors' / copyright transfer form** (template provided below) has to be submitted in original with the signatures of all the contributors within two weeks of submission via courier, fax or email as a scanned image. Print ready hard copies of the images (one set) or digital images should be sent to the journal office at the time of submitting revised manuscript. High resolution images (up to 5 MB each) can be sent by email.

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Preparation of Manuscripts

Manuscripts must be prepared in accordance with "Uniform requirements for Manuscripts submitted to Biomedical Journals" developed by the International Committee of Medical Journal Editors (October 2008). The uniform requirements and specific requirement of Journal of Ayurveda Case Reports are summarized below. Before submitting a manuscript, contributors are requested to check for the latest instructions available. Instructions are also available from the website of the journal (<http://www.ayucare.org>) and from the manuscript submission site <https://review.jow.medknow.com/jacr>.

Journal of Ayurveda Case Reports accepts manuscripts written in American English.

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Types of Manuscripts

Case reports:

A Case Report should contain headings of Abstract, Keywords, Introduction, Case Report, Timelines, Follow-up and outcome, Discussion, Conclusion, References, Tables and Legends.

- **ABSTRACT:** Unstructured abstract not exceeding to 250 words with background, brief case report and conclusion.
- **KEYWORDS:** 3 to 6 (in alphabetic order) that identify areas covered in this case report.
- **INTRODUCTION:** Briefly summarized background and context summarizing why this case is unique with appropriate references from authentic sources.
- **CASE REPORT:**
 - **Patient Information:**
 - Age, gender, ethnicity, occupation and their presenting concerns with relevant details of related past.
 - Informed consent from patient is taken or not.
 - Medical, family, and psychosocial history including lifestyle and genetic information.
 - Other pertinent co-morbidities, interventions, therapies including self-care.
 - Information about substance abuse (tobacco smoking, alcohol, any other).
 - Description of main medical problem.
 - Details about previous medication.
 - Dashavidha Pariksha / Ashtavidha Pariksha / Sroto Pariksha (as applicable).
 - **Clinical Findings:** Describe the relevant physical examination and other significant clinical findings.
 - **Timeline:** Should include specific dates and times in table, figure or graphical manner.
 - **Diagnostic Assessment:** Diagnostic methods (such as physical examination, laboratory testing, imaging, surveys), Diagnostic challenges (such as access, financial, or cultural), Diagnostic reasoning including other diagnosis considered and Prognostic characteristics (such as staging in oncology) as applicable.
 - **Therapeutic Interventions:** Types of intervention (such as pharmacologic, surgical, preventive, self-care), Administration of intervention (such as dosage, strength, duration) and Changes in intervention (with rationale).
 - **Follow up and Outcome** Clinician and patient-assessed outcomes (when appropriate), Important follow-up diagnostic and other test results, Intervention adherence and tolerability (How was this assessed?) and Adverse and unanticipated events if any.
- **DISCUSSION** should include case management, includes scientific and medical literature related to case reports with reference, confirm the results of other investigations especially those quoted in the text.
- **CONCLUSIONS:** Must be presented precisely focusing on the outcome.
- **REFERENCES** Numbered consecutively in order they are first mentioned in the text, placed in Arabic numerals in superscript with square bracket after punctuation mark, according to Journal's instructions, preferably, from authentic sources like UGC approved journals list or above the level.
- **TABLES** should be placed after references at the end of article file along with suitable legend. Numbers in Arabic letters, consecutively in order of their first citation in text.
- **FIGURES and GRAPHS** should be placed in a separate file and must not be placed in the article file. Figure / Graph numbers in Arabic letters, consecutively to be mentioned in order of their first citation in text, along with suitable legends. Place explanatory matter at footnote, as applicable. Only the legends are to be additionally provided at the end of article

file after references / tables.

Letter to the Editor:

These should be short and decisive observations. They should preferably be related to articles previously published in the Journal or views expressed in the journal. They should not be preliminary observations that need a later paper for validation. The letter could have up to 500 words and 5 references. It could be generally authored by not more than four authors.

Other:

Editorial, Guest Editorial, Commentary and Opinion are solicited by the editorial board.

References

References should be *numbered* consecutively in the order in which they are first mentioned in the text (not in alphabetic order). Identify references in text, tables, and legends by Arabic numerals in superscript with square bracket after the punctuation marks. 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. Use the style of the examples below, which are based on the formats used by the NLM in *Index Medicus*. The titles of journals should be abbreviated according to the style used in *Index Medicus*. Use complete name of the journal for non-indexed journals. Avoid using abstracts as references. Information from manuscripts submitted but not accepted should be cited in the text as "unpublished observations" with written permission from the source. Avoid citing a "personal communication" unless it provides essential information not available from a public source, in which case the name of the person and date of communication should be cited in parentheses in the text. The commonly cited types of references are shown here, for other types of references such as newspaper items please refer to ICMJE Guidelines (<http://www.icmje.org> or http://www.nlm.nih.gov/bsd/uniform_requirements.html).

REFERENCING AYURVEDIC CLASSICS

Text from a classic:

Sharma S, editor, (1st ed.). *Ashtanga Samgraha of Vagbhata, Sootra Sthana*; Dravadravya Vidnyaniya: Chapter 6, Verse 10-16. Varanasi: Chowkhambha Sanskrit Series, 2006; 37-38.

Verse /Text in a commentary on classic:

Sharma S, editor, (1st ed.). *Commentary Shashilekha of Indu on Ashtanga Samgraha of Vagbhata, Sootra Sthana*; Dravadravya Vidnyaniya: Chapter 6, Verse 10-16. Varanasi: Chowkhambha Sanskrit Series, 2006; 37-38.

Regional language books:

Author(s):

Phanasalkar SD. *Ayurvediya Rasayana Chikitsa (Marathi)*. 2nd ed. Pune: Manakarnika Publication; 2011.

Editor(s):

Nanal RM (editor). *Purushottamopanishada (Marathi)*. 1st ed. Mumbai: Madhavi Prakashan; 1999. p. 139, 145-46.

Please note that references only from authentic journals those are indexed in Scopus, PubMed, Science Citation Index and / or UGC approved list are accepted.

Articles in Journals

1. Standard journal article (for up to six authors): Parija S C, Ravinder PT, Shariff M. Detection of hydatid antigen in the fluid samples from hydatid cysts by co-agglutination. *Trans. R.Soc. Trop. Med. Hyg.* 1996; 90:255–256.
2. Standard journal article (for more than six authors): List the first six contributors followed by *et al.*

Roddy P, Goiri J, Flevaud L, Palma PP, Morote S, Lima N. *et al.*, Field Evaluation of a Rapid Immunochromatographic Assay for Detection of *Trypanosoma cruzi* Infection by Use of Whole Blood. *J. Clin. Microbiol.* 2008; 46: 2022-2027.

1. Volume with supplement: Otranto D, Capelli G, Genchi C: Changing distribution patterns of canine vector borne diseases in Italy: leishmaniosis vs. dirofilariosis. *Parasites & Vectors* 2009; Suppl 1:S2.

Books and Other Monographs

1. Personal author(s): Parija SC. *Textbook of Medical Parasitology*. 3rd ed. All India Publishers and Distributors. 2008.
2. Editor(s), compiler(s) as author: Garcia LS, *Filarial Nematodes* In: Garcia LS (editor) *Diagnostic Medical Parasitology* ASM press Washington DC 2007: pp 319-356.

- Chapter in a book: Nesheim M C. Ascariasis and human nutrition. *In* Ascariasis and its prevention and control, D. W. T. Crompton, M. C. Nesbemi, and Z. S. Pawlowski (eds.). Taylor and Francis, London, U.K. 1989, pp. 87–100.

Electronic Sources as reference

Journal article on the Internet: Parija SC, Khairnar K. Detection of excretory *Entamoeba histolytica* DNA in the urine, and detection of *E. histolytica* DNA and lectin antigen in the liver abscess pus for the diagnosis of amoebic liver abscess. *BMC Microbiology* 2007, 7:41. doi:10.1186/1471-2180-7-41. <http://www.biomedcentral.com/1471-2180/7/41>

Tables

- Tables should be self-explanatory and should not duplicate textual material.
- Tables with more than 10 columns and 25 rows are not acceptable.
- Number tables, in Arabic numerals, consecutively in the order of their first citation in the text and supply a brief title for each.
- Place explanatory matter in footnotes, not in the heading.
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- Upload the images in JPEG format. The file size should be within 1024 kb in size while uploading.
- Figures should be numbered consecutively according to the order in which they have been first cited in the text.
- Labels, numbers, and symbols should be clear and of uniform size. The lettering for figures should be large enough to be legible after reduction to fit the width of a printed column.
- Symbols, arrows, or letters used in photomicrographs should contrast with the background and should be marked neatly with transfer type or by tissue overlay and not by pen.
- Titles and detailed explanations belong in the legends for illustrations not on the illustrations themselves.
- When graphs, scatter-grams or histograms are submitted the numerical data on which they are based should also be supplied.
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The revised version of the manuscript should be submitted online in a manner similar to that used for submission of the manuscript for the first time. However, there is no need to submit the “First Page” or “Covering Letter” file while submitting a revised version. When submitting a revised manuscript, contributors are requested to include, the ‘referees’ remarks along with point to point clarification at the beginning in the revised file itself. In addition, they are expected to mark the changes as underlined or colored text in the article.

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Checklist



Covering letter

- Signed by all contributors
- Previous publication / presentations mentioned
- Source of funding mentioned
- Conflicts of interest disclosed

Authors

- Last name and given name provided along with Middle name initials (where applicable)
- Author for correspondence, with e-mail address provided
- Number of contributors restricted as per the instructions
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Presentation and format

- Double spacing
- Margins 2.5 cm from all four sides
- Page numbers included at bottom
- 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 by (Unstructured abstract of 250 for case reports)
- Key words provided (three or more)
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- Headings in title case (not ALL CAPITALS)
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- Write the full term for each abbreviation at its first use in the title, abstract, keywords and text separately unless it is a standard unit of measure. Numerals from 1 to 10 spelt out
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- Check the manuscript for spelling, grammar and punctuation errors
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- No repetition of data in tables and graphs and in text
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