

# Instruction for Authors

Chulalongkorn Medical Journal is a multidisciplinary, open access, double-blind peer-reviewed international medical journal that publishes original research articles, review articles, case reports, and clinical studies encompassing a wide range of subjects in biomedical sciences and medicine. The purpose of this journal is to publish the articles dealing with biomedical sciences and medical aspects and health sciences in English language.

The Chulalongkorn Medical Journal is indexed in the international and national database including J-Gate portal, Publons, Citefactor, Directory of Research Journal Indexing (DRJI), Research Bib, Sherpa Romeo, Electronic Journals Library, Google Scholar, Scientific Indexing Services, and Thai-Journal Citation Index (TCI).

The journal is operated by Faculty of Medicine, Chulalongkorn University and peer reviewed by an extensive network of experts in the fields of biomedical sciences and medicine. The journal aims to showcase outstanding research articles from all areas of biomedical sciences and medicine, to publish original research articles, short communication, review articles, case reports, letters to the editor and to provide both perspectives on a wide variety of experiences in medicine and reviews of the current state of biomedical sciences and medicine.

Chulalongkorn Medical Journal is an official journal of Faculty of Medicine, Chulalongkorn University. It aims to publish original peer-reviewed contributions related with various aspects in the biomedical and health sciences from experimental to clinical topics. Original research articles, short communications, review articles, case reports, and miscellany are welcome.

All manuscripts submitted to Chulalongkorn Medical Journal are first evaluated on the basis of scientific quality, originality, appropriateness, contribution to the field, and style. Suitable manuscripts are then subjected to rigorous, fair, and rapid peer review.

Issues per year: Quarterly (10–15 articles per issue);

No. 1 January–March

No. 2 April–June

No. 3 July–September

No. 4 October–December

## **Editorial Policy**

Manuscripts submitted for publication in this journal must not have been previously published and are not under consideration for publication elsewhere. All manuscripts accepted for publication are peer-reviewed. As a result of the editorial review process, a manuscript may be accepted without change, recommended for revision and further review, or rejected. Manuscripts are accepted with the understanding that authors have obtained the authority for publication and they have performed the studies under the rules for animal experiments, clinical studies and biodiversity rights. If accepted, the manuscript should not be published elsewhere in the same form, in either the same or another language, without the consent of the Editors and Publisher. Authors are responsible for the scientific accuracy of the papers. The Chulalongkorn Medical Journal assumes no responsibility for conclusions and errors made by authors.

## **Peer Review**

The Chulalongkorn Medical Journal is committed to peer-review integrity and upholding the highest standards of review. Once the manuscript has been assessed for suitability by the editor, it will then be double blind peer reviewed by independent, anonymous expert referees. At least 2 reviewers, who are appropriate independent experts recruited by a responsible Editor, will review other manuscripts to provide peer review before further processing. The authors will be blinded to reviewers who will be

treated anonymously. Where an Editor is on the author list, or has any other competing interest regarding a specific manuscript, another member of the Editorial Board will be assigned to assume responsibility for overseeing peer review. The reviewers will have no connection with the authors, and will preferably from another country or at least a different institution. If these reviewers disagree on key issues, then further reviewers will be invited to give opinions. The responsible Editor reviews revisions before recommending publication, or not, ahead of final screening. The Editor-in-Chief has the final authority on all editorial decisions. Once the article is accepted for publication, it will be sent to the Editorial Coordinator for copy editing, formatting, and copyright requests. All articles will be made available freely online at the time of publication. A typical timeline from submission to publication is 1 week for initial editorial assessment, 4–8 weeks for peer review, 2–8 weeks for author revisions (depending on the scale of revisions requested).

### **Publication Charges**

There are no submission fees, publication fees or page charges for all types of articles in the Chulalongkorn Medical Journal. All articles published in the Chulalongkorn Medical Journal are open access and freely available online to all readers via our journal website, immediately upon publication.

### **Manuscript Submission**

Authors are requested to submit their manuscripts in electronic form. The electronic manuscript should be submitted online to the journal website (<http://www.clmjournal.org>)

### **Types of Articles**

1. Original article: Words limit 3,000 words, 40 references, no more than 6 figures/tables.
2. Short communication: Words limited to approximately 2,000 words including 1-2 table(s)/figure(s).
3. Review article: The present state of knowledge in special areas provides a summary of biomedical topics.
4. Mini review
5. Letters to the editor
6. Clinical report
7. Journal abstract

### **Manuscript Preparation**

- Authorship Criteria and Contributions

All listed authors should have seen and approved the final version of the manuscript.

All authors of accepted articles must sign and authorship from affirming that they have met all three of the following criteria for authorship, thereby accepting public responsibility for appropriate portions of the content:

1. Substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data.
2. Drafting the article or revising it critically for important intellectual content.
3. Approval of the version to be published and all subsequent versions.

If authorship is attributed to a group (such as for multi-center trials) the group must designate one or more individuals as authors or members of a writing group who meet full authorship criteria and who accepts direct responsibility for the manuscript.

Other group members who are not author should be listed in the Acknowledgments section of the manuscript as participating investigators.

Individuals who do not meet the criteria for authorship but who have made substantial, direct contributions to the work (e.g. purely technical help, writing assistance, general or financial or material support) should be acknowledged in the Acknowledgment section of the manuscript, with a

brief description of their contributions. Authors should obtain written permission from anyone they wish to list in the Acknowledgment section.

■ **Informed Consent**

All authors are required to follow the International Committee of Medical Journal Editors (ICMJE) requirements on privacy and informed consent from patients and study participants. It is necessary for authors to ensure that the anonymity of patients is carefully protected. The names, initials, hospital or national identity numbers, or dates of birth of patients and research subjects should not be used. Other personal or identifying information should not be used unless it is essential to the clinical message or scientific purpose of the article and the patient (or parent, or legally authorized guardian or representative for minors or incapacitated adults) gives written informed consent for publication. A signed statement of informed consent to publish (in print and online) patient descriptions, photographs, or pedigrees should be obtained from all persons (or parents, or legally authorized guardians or representatives) who can be identified in such written descriptions, photographs, or pedigrees (including by the patients themselves). Informed consent for this purpose requires that such persons should be shown the manuscript before its submission or have waived the opportunity to do so in writing. Even where consent has been given, identifying details should be omitted if they are not essential. Previously used measures to attempt to conceal the identity of an individual in a photograph, such as placing black bars over the person's eyes or blurring the face of the individual concerned, are not effective. Individuals can be identified in photographs that show minimal body parts, usually from identifying features (e.g. a tattoo, jewelry, clothing, fancy nail polish, scars, a nevus, or a mole). To avoid identifiability in such cases, photographs should be cropped. However, complete anonymity is difficult to achieve, and informed consent should be obtained if there is any doubt whatsoever.

■ **Redundant, Duplicate or Fraudulent Publication**

Author must not simultaneously submit their manuscripts to author publication if that manuscript is under consideration by any other journals.

Redundant or duplicate publication is a paper that overlaps substantially with one already published in print or electronic media. At the time of manuscript submission, authors must inform the editor about all submission and previous publications that might be regarded as redundant or duplicate publication of the same or very similar work. Any such publication must be referred to and referenced in the new paper.

Copies of such material should be included with the submitted paper as a supplemental file.

Authors must not:

- Willfully and knowingly submit false data
- Submit data from source not the authors' own
- Submit previously published material (with the exception of abstracts) without correct and proper citation
- Omit reference to the works of other investigators which established a priority
- Falsely certify that the submitted work is original
- Use material previously published elsewhere without prior written approval of the copyright holder

**Title Page**

The title page must be written in English and should include:

- The name (s) of the author (s)
- A concise and informative title
- The affiliation (s) and address (es) of the author (s)
- The e-mail address and telephone number of the corresponding author

## **Abstract**

Please provide a structured abstract in English of 250 words which should be divided into the following sections:

- Background
- Objective (s)
- Methods
- Result (s)
- Conclusion
- Keywords

## **Keywords**

Please provide 3 to 5 keywords which can be used for indexing purposes.

## **Running title**

A short running title of less than 50 characters.

## **Text Formatting**

The text should be organized in the following order: Introduction, Methods, Results, Discussion, Acknowledgments, References, Tables and Figures. Manuscripts should be submitted in Word.

- Use a normal, plain font (e.g., 12-point Times New Roman) for text.
- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.
- Save your file in doc format.

## **Headings**

Please use no more than three levels of displayed headings.

## **Abbreviations**

Abbreviations should be defined at first mention and used consistently thereafter.

## **Footnotes**

Footnotes on the title page are not given reference symbols. Footnotes to the text are numbered consecutively; those to the tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data).

## **Acknowledgments**

Acknowledgments of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of the funding organizations should be written in full.

## **Tables**

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table heading. The table title should explain clearly and concisely the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table heading.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

## **Figures**

- Supply all figures electronically.
- Indicate what graphic program was used to create the artwork.

- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS office file are also acceptable.
- Vector graphics containing fonts must have the fonts embedded in the file.
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## References

List the references in consecutive, numerical order, as they are cited in the text. Use Vancouver Style. If the list of authors exceeds 6, the first 6 authors follow by et al should be listed for those references. Abbreviations for journal names should conform to those used in MEDLINE.

### Example of references:

#### *Journal articles*

1. Pornraveetus T, Theerapanon T, Srichomthong C, Shotelersuk V. Cole-Carpenter syndrome in a patient from Thailand. *Am J Med Genet A* 2018; 176:1706-10.
2. Udomsinprasert W, Kitkumthorn N, Mutirangura A, Chongsrisawat V, Poovorawan Y, Honsawek S. Global methylation, oxidative stress, and relative telomere length in biliary atresia patients. *Sci Rep* 2016; 6:26969.

#### *Book*

1. Dooley J, Lok A, Garcia-Tsao G, Pinzani M. *Sherlock’s Diseases of the Liver and Biliary System*. 13<sup>th</sup> ed. London: WILEY Blackwell; 2018. p.72-95.
2. Bass HW. Chromosomes. In: Krebs JE, Goldstein ES, Kilpatrick ST, eds. *Lewin’s GENES XII*. 12<sup>th</sup> ed. Burlington: Jones & Bartlett Learning; 2018. p.161-87

#### *Electronic article*

1. Annas GJ. Resurrection of a stem-cell funding barrier-Dickey-Wicker in count. *N Engl J Med* [Internet]. 2010 [cited 2011 Jun 15];363:1687-9. Available from: <http://www.nejm.org/doi/pdf/10.1056/NEJMp1010466>

## Publication Ethics

### Authorship

All the listed authors must have agreed all of the contents, including the author list and author contributions statements. The corresponding author is responsible for having ensured that this agreement has been reached, that all authors have agreed to be listed and approved the manuscript submission to the journal, and for managing all communication between the journal and all co-authors, before and after publication. Any changes to the author list after submission needs to be approved by every author.

### Originality and plagiarism

Manuscripts submitted to the Chulalongkorn Medical Journal must not been published previously and is not under consideration for publication elsewhere. Authors should adhere to publication requirements that submitted work is original, is not plagiarized, and has not been published elsewhere. Fraudulent or knowingly inaccurate statements constitute unethical behavior and are unacceptable. Authors should not in general publish manuscripts describing essentially the same research in more than one journal or primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behavior and is unacceptable.

### Human or animal subjects

If the work involves the use of animal or human subjects, the author should ensure that the manuscript constitutes statements of compliance with relevant institutional guidelines. Studies on human and animals require the approval from the institutional review board. Authors should provide a statement in the manuscript that informed consent was acquired for experimentation with human subjects.

### **Editorial ethics**

The Chulalongkorn Medical Journal follows the Committee on Publication Ethics (COPE) that set standards and provide guidelines for best practices in order to meet these requirements. The journal adheres to ensure the standards of expected ethical behavior for all parties related to the act of authors, peer reviewers, and editors.

### ***Duties of Authors***

1. Authors should provide an accurate account of the work performed as well as an objective discussion of its significance.
2. The authors should ensure their original works, and if the authors have applied the work and/or words of others, that this has been appropriately quoted and permission has been acquired where necessary.
3. The authors should present their findings clearly, honestly without fabrication, falsification or inappropriate manner.
4. The authors describe their methods unambiguously, therefore their results can be reproducible.
5. Authors should not publish manuscripts describing essentially the same research in more than one journal of primary publication. Multiple, redundant or concurrent Publication is unacceptable.
6. Authorship should reflect individuals who have made a significant contribution to the conception, design, execution, or interpretation of the reported study. All those who have made substantial contributions should be listed as co-authors.
7. All sources of funding and potential conflicts of interest should be disclosed.
8. The corresponding author must confirm that the corresponding author had final responsibility for the decision to submit for publication and had full access to all the data in the study.

### ***Duties of Reviewers***

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5. The reviewers should provide timely feedback to authors who do not personally criticize them and provides clear supportive statements to back up their review decisions.
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7. The reviewers never use unpublished materials disclosed in the review process in their own research without permission of the authors.

### ***Duties of Editors***

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