Guidelines for Authors

Kufa Medical Journal (KMJ) set the following guidelines to authors wishing to publish their research contribution at this journal.

The KMJ requirements click the link

https://journal.uokufa.edu.iq/index.php/kmj/libraryFiles/downloadPublic/142

General roles:

- KMJ is an open access journal. Please refer to “Open Access Policy”.
- It considers different types of scientific researches. Please refer to “Types of Publications”.
- All articles must fulfil certain criteria of excellence and will be subjected to the process that ensures this. Please refer to “excellence of publication”.
- KMJ is a peer review journal. Please refer to “peer review process”.
- All articles will be subjected to plagiarism roles stated by KMJ. Please refer to “Plagiarism statement”.
- The author\s is\are requested to refer-to and complete the required information about the publication process and conflict of interest. Please refer to “Statement of Permission, Conflict of Interests and Signature”.
- The author must prepare the covering letter. Please refer to “Covering letter”.
- It is required to show the letter of approval from the Ethical Committee or from the Institutional Review Board. Please refer to “Ethical Approval”.
- The title page is required to be submitted (separated from the manuscript stem). Please refer to “Title Page”.

- KMJ research template and referencing style must be considered. Please refer to “Manuscript instructions” , “Referencing Style”, and "Draft template KMJ"

- The authors can track their articles at any time. Please refer to “track submission”.
- All accepted articles are subjected to publication fees. Please refer to “Publication fees”.
- The submission process is totally electronic. Please refer to “Manuscript Submission”.

Open Access Policy:

Kufa Medical Journal is an open access journal for all its publications aiming to supports the global exchange of knowledge, skills and profession in the files of interest. This means that all types of accepted articles will be immediately and freely available for reviewing by stakeholders on the journal web and allied scientific sites.

Types of Publications:

Kufa Medical Journal publishes the following types of scientific researches if are related to Medical and Health Sciences:

- State of the art full length research papers\articles
- Review articles
- Case reports
- Communication articles

Excellence of Publications:

As trusted sources of information, Kufa Medical Journal set the following regulations for all submitted articles;

They must:

- be original.
- be experimental or theoretical.
- not have published the results elsewhere.
- not be considered for publication elsewhere while being reviewed at KMJ.

They will be subjected to:

- selection criteria based on scientific excellence, distinctive contribution to knowledge and importance to the field.
- systematic checking for the journal regulations.
- peer-reviewing.
- publication fees, when accepted.

Peer Review Process:

The review process of Kufa Medical Journal aims to help authors meet the scope of the journal and the scientific standards of the discipline. This is so critical for establishing reliable publications to enrich medical and health sciences.

The Journal system use a double-blind process for reviewing. Each article will be reviewed by the editorial board and 2 external experts.

Plagiarism Statement:

Kufa Medical Journal has a policy of 20% tolerance for plagiarism for all types of submitted articles. KMJ system checks plagiarism by two methods; the first is by editor and reviewer check and the second is by plagiarism prevention tool (iThenticate.com). Another plagiarism test will be done after the author consider the notes and recommendation of the reviewers.

Statement of Permission, Conflict of Interests and Signature:

These will be dealing with manuscript title, corresponding author, other authors (if any) and their approval to pass-through and meet-requirements of the publication process stated by KMJ. The author\s is\are requested to submit a declaration about the conflict of interest related to his\their manuscript.

There is a Template of the "Permission Statement and Conflict of Interests" at KMJ web site.

Please note that live signature form all authors is required.

Covering Letter:

It will be dealing with the manuscript originality and why KMJ may publish it.

The covering letter must be submitted by the corresponding author.

There is a Template of the "Covering Letter" at KMJ web site.

Please note that live signature form the corresponding author is required.

Ethical Approval:

It is required to show signed letter of approval from the Ethical Committee or from the Institutional Review Board.

Please note that this document must be uploaded along with the manuscript.

Title page:

These will be dealing with manuscript title, name of the author\s, his\their affiliation and the corresponding author with his official email.

There is a Template of the "Title Page" at KMJ web site.

Please note that live signature form the corresponding author is required.

Research instructions

Kufa Medical journal only accept manuscripts written in English language.

The Journal reserves the right to crop, rotate, reduce, or enlarge Figures and Photographs to an acceptable size.

The title page must be submitted separately from the manuscript stem.

The manuscript stem must be free from the names of the author\s and free from any signs that may point to them.

The following specifications must be followed:

- Prepare text using MS Word 2010 (or newer version).
- Paper size: A4, the margins should be 0.8" in all directions (Top, Down, Right, Lift).
- The manuscript alignment is as one column.
- Font type: **Times New Roman.**
- Spacing: 1.15.
- Title: pt 18, bold, centered.
- Authors' names: pt 14, bold, centered.
- Authors' affiliation: pt 12, justified.
- Corresponding author (including email address and mobile number) : pt 11, justified.

As this design

Write the Article Title Here Clearly And Concisely

First Author[1], Second Author[2], and Third Author[3] (Full names without titles)

[1]*University, Institution of First Author, Country.*

[2,3]*University, Institution of Second Authors, Country.*

E-mail: author@email.ac.id, author@email.ac.id, author@email.ac.id

- Manuscript' main titles (Abstract, INTRODUCTION, MATERIAL AND METHODS, RESULTS, AND DISCUSSION, CONCLUSION, Ethical approval Statement of Permission and Conflict of Interests
  AND REFERENCES) in pt 14, bold.
  Ethical approval Statement of Permission and Conflict of Interests in pt 12 bold .
- Abstract: pt 11, justified (not more than 250 words) and structured with italic font for the subtitles.
- The keywords (written under the Abstract - Min3 key word -max of five keywords): pt 12, Justified.
- Manuscript text: pt 12, justified. The body of the submitted manuscript (excluding abstract and references) should generally be limited to 3,000 words; it can include up to 5 tables or figures, and 50 references.
- Subtitles: pt 12, justified, italic, non-numbered.
- The full word "Figure" is used as a heading under the shape or what it represents and an abbreviation "Fig." is used elsewhere within the text.
- The full word "Table" is used as a heading above the table and an abbreviation "Tab." is used elsewhere within the stem of the manuscript.
- Author/s is/ are responsible for obtaining permission to publish any figures if required. Images that have been downloaded from the internet cannot be published without appropriate permission.
- The source of any images used should be stated. If it has been drawn by authors, it should be mentioned in acknowledgement section. For software, the name, version number and URL should be mentioned.
- Legends for illustrations: Type or print out legends (maximum 40 words, excluding the credit line) for illustrations using 1.0 spacing, with Arabic numerals corresponding to the illustrations.
- Figures and images should be readable at a size of 10×13 cm using a regular screen resolution of 300 dpi. 1800 x 1600 pixels Preferred file types: TIFF, EPS, PDF .

Referencing style:

Kufa Medical journal only accept manuscripts with Vancouver Citing and Referencing style that meet the following items:

- References are numbered and mentioned as they are appeared in the text.

- Write the number of the reference as small letter above the line of text and use parenthesis () to writ the number\s of the reference\s in-between. These must be used before the dot of the paragraph.
- 20% of references are published in the journals indexed by Scopus.
- 50% of references are recent and are within the last five years.
- Up to six authors must be listed if the reference have more.
- Journals' abbreviation must be perfectly used. Please follow the link as a guide "https://www.ncbi.nlm.nih.gov/nlmcatalog?Db=journals&Cmd=DetailsSearch&Term=currentlyindexed%5BAll%5D".

The following examples are of much help, please follow them:

Example of a manuscript Stem:

- Aaaa bbbb cccc [1]. Dddd eeee ffff [2,3].

Live example:

- The technique of transcutaneous electrical nerve stimulation (TENS) is easy, safe and noninvasive [1]. At the same time, it is inexpensive and its application has no side effects as it is free of any pharmacological element and do not interfere with consciousness [2].

Example of a reference with less that 6 authors

- Author AA, Author BB, Author CC, Author DD. Title of the article. Abbreviated title of the journal. Date of publication YYYY MM; volume number(issue number): page numbers.

Live example:

- Petitti DB, Crooks VC, Buckwalter JG, Chiu V. Blood pressure levels before dementia. Arch Neurol. 2005 Jan; 62(1): 112-6.

Example of a reference with more than 6 authors:

- Author AA, Author BB, Author CC, Author DD, Author EE, Author FF, et al. Title of article. Abbreviated title of the journal. Date of publication YYYY Mon; volume number (issue number): page numbers.

Live example:

- Hallal AH, Amortegui JD, Jeroukhimov IM, Casillas J, Schulman CI, Manning RJ, et al. Magnetic resonance cholangiopancreatography accurately detects common bile duct stones in resolving gallstone pancreatitis. J Am Coll Surg. 2005 Jun;200(6):869-75.

Example of an electronic journal reference with URL:

- Author AA, Author BB. Title of the article. Abbreviated title of Journal [Internet]. Date of publication YYYY MM [cited YYYY Mon DD]; volume number(issue number): page numbers. Available from: URL

Live example:

- Stockhausen L, Turale S. An explorative study of Australian nursing scholars and contemporary scholarship. J Nurs Scholarsh [Internet]. 2011 Mar [cited 2013 Feb 19]; 43(1): 89-96. Available from: http://search.proquest.com.ezproxy.lib.monash.edu.au/docview/858241255?accountid=12528

Example of electronic journal article reference with DOI:

- Author AA, Author BB. Title of the article. Abbreviated title of Journal [Internet]. Date of publication YYYY MM [cited YYYY Mon DD]; volume number (issue number): page numbers. Available from: URL DOI

Live example:

- Kanneganti P, Harris JD, Brophy RH, Carey JL, Lattermann C, Flanigan DC. The effect of smoking on ligament and cartilage surgery in the knee: a systematic review. Am J Sports Med [Internet]. 2012 Dec [cited 2013 Feb 19];40(12): 2872-8. Available from: http://ajs.sagepub.com/content/40/12/2872 DOI: 10.1177/0363546512458223.

Example of a printed Book reference:

- Author AA. Title of the book. Number of the edition [if applicable]. Place of Publication: Publisher; Year of publication. page numbers [if applicable].

Live example:

- Carlson BM. Human embryology and developmental biology. 4th ed. St. Louis: Mosby; 2009. Pp. 541.

Example of a Chapter in a book as a reference:

- Author AA, Author BB. Title of the book. Number of the edition [if applicable]. Place of Publication: Publisher; Year of publication. Chapter number, Chapter title; page numbers of the chapter.

Live example:

- Speroff L, Fritz MA. Clinical gynecologic endocrinology and infertility. 7th ed. Philadelphia: Lippincott Williams & Wilkins; c2005. Chapter 29, Endometriosis; Pp. 1103-33.

Example of Electronic book as a reference:

- Author AA. Title of web page [Internet]. Place of Publication: Sponsor of Website/Publisher; Year published [cited YYYY Mon DD]. The number of pages. Available from: URL DOI: (if applicable)

Live example:

- Shreeve DF. Reactive attachment disorder: a case-based approach [Internet]. New York: Springer; 2012 [cited 2012 Nov 2]. Pp 85. Available from: http://ezproxy.lib.monash.edu.au/login?url=http://dx.doi.org/10.1007/978-1-4614-1647-0

Example of edited book as a reference:

- Editor AA, Editor BB, editors. Title of the book. Number of the edition [if applicable]. Place of Publication: Publisher; Year. Pagination.

Live example:

- O'Campo P, Dunn JR, editors. Rethinking social epidemiology: towards a science of change. Dordrecht: Springer; 2012. Pp 348.

Example of a chapter in an edited book as a reference:

- Author AA, Author BB. Title of chapter. In: Editor AA, Editor BB, editors. Title of the book. # edition. Place of Publication: Publisher; Year of publication. p. [page numbers of chapter].

Live example:

- Blaxter PS, Farnsworth TP. Social health and class inequalities. In: Carter C, Peel JR, editors. Equalities and inequalities in health. 2nd ed. London: Academic Press; 1976. Pp 165-78.

Example of edited electronic book as a reference:

- Author AA, Author BB. Title of chapter. In: Editor AA, Editor BB, editors. Title of the book [Internet]. Place of publication: Publisher's name; Year of publication. [cited YYYY Mon DD]. p. #. [page or chapter number/s]. Available from: URL DOI [if available]

Live example:

- Halpen-Felsher BL, Morrell HE. Preventing and reducing tobacco use. In: Berlan ED, Bravender T, editors. Adolescent medicine today: a guide to caring for the adolescent patient [Internet]. Singapore: World Scientific Publishing Co.; 2012 [cited 2012 Nov 3]. Chapter 18. Available from: http://www.worldscientific.com/doi/pdf/10.1142/9789814324496_0018

Example of unpublishes Thesis as a reference

- Author AA. Title of thesis: subtitle. Unpublished thesis type [format]. Location of University: University; Year.

Live example

- Borkowski MM. Infant sleep and feeding: a telephone survey of Hispanic Americans. PhD [dissertation]. Mount Pleasant (MI): Central Michigan University; 2002.

Example of unpublishes Thesis as a reference

- Author AA. Title of thesis: subtitle. Place of publication: Publisher; Year of publication.

Live example

- Gruszczynski L. Regulating health and environmental risks under WTO law: a critical analysis of the SPS agreement. New York: Oxford University Press; 2010.

Example of a form of full-text database as a reference

- Author AA. Title of thesis: subtitle. Thesis type [format]. Location of University: University; Year. Available from: Database Name.

Live example:

- Gethin, A. Poor suburbs and poor health: exploring the potential of a locational approach to reducing health disadvantage in Australian cities. PhD [dissertation].Sydney: University of Western Sydney; 2007. Available from: Australasian Digital Theses Program.

For more examples go to " http://www.nlm.nih.gov/citingmedicine "

Track publication:

Kufa Medical Journal judges eligibility for consideration of all research articles through a standard process. The whole process, including the peer-reviewing, will take no more than 6 weeks with additional 4 weeks for the authors' response and feedback to the Journal. All accepted articles will be published online and, if requested, in a print layout booklets.

You can follow your submitted manuscript at KMJ web site, Workflow, Queue.

Publication fees:

One hundred-fifty thousand Iraqi Dinars (150.000 ID) must be paid as a publication fees after acceptance of the manuscript. Only then, further actions will be taken by the Journal.

The way of payment is through (pay in person) at the Journal location at the Deanery building\ Faculty of Medicine\ University of Kufa.

An electronic transfer (wire transfer) will be possible in the near future.

Manuscript submission:

The submission of the manuscript and all related files must be electronic.

Before submitting, please refer to information "For Author" to check the templates and required documents.

In short, along with the manuscript you need to upload: 1- Title Page. 2- Covering Letter. 3- Statement of Permission and Conflict of Interests. 4- Approval of the Ethical Committee.